

CATALOG NUMBER

Public Libraries

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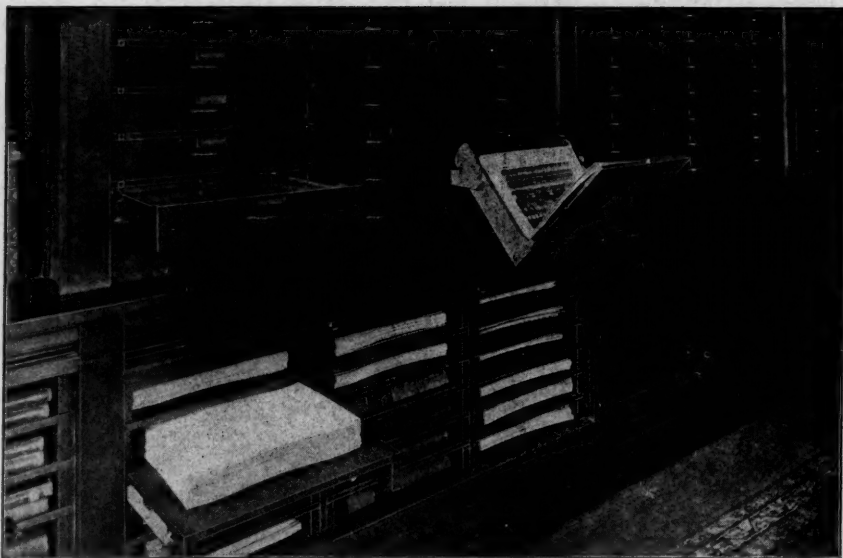
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Public Libraries

(MONTHLY)

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No. 3

Helpful Points in Cataloging and Analyzing.*

Laura Smith, chief of cataloging department,
Cincinnati public library

The first thing needed in cataloging is a collection of reference books, and as the funds appropriated for the purchase of books in a small library are usually limited, the books for the use of the cataloger must be, as far as possible, such as will also serve the uses of the public. Some tools, however, we must have which are technical and of little or no interest to the general reader.

A good working collection for the average cataloger should consist of books which will give authors' full names and other information needed for purposes of identification, and in addition to this we need aids in assigning subject headings. For the identification of authors we need have no reference book that is not of use to the reader who uses the library for general reference purposes.

Allibone's Critical dictionary of English literature 3v. and supplement 2v., is a satisfactory reference book for English authors, giving not only biographical information but lists of publications and critical reviews of the works. It is alphabetically arranged. The first three volumes cover the field of English literature to 1870, and the supplement to 1888. This also contains some American names.

A most helpful and authoritative book for use in looking up old English authors is the Index and epitome to Stephen's Dictionary of national biogra-

phy. This puts within the reach of the small library in condensed form the wealth of information contained in the larger work referring to the volume where the longer article may be found—but giving in this single volume sufficient biographical and bibliographical details to answer the requirements of the average case. A short entry is found in this volume corresponding to every long article in the volumes of the original set. It does not contain the names of living men. It includes Englishmen who have emigrated to other countries and become distinguished, as well as foreigners who have made England their adopted home and have become famous. It is the best authority for Englishmen.

The English Who's who, an annual publication, gives brief biographical sketches of prominent living Englishmen, including some foreigners of note. It contains lists of British government officials and also lists of societies. With these three books the field of English authors is pretty well covered.

Appleton's Cyclopædia of American biography, 7v. includes Americans in the broad sense, covering residents of North and South America, Canada, Mexico, etc., and some foreigners who have been connected with the history of this country. It is not arranged alphabetically, which is a drawback, but families are grouped together. It is, however, well indexed.

Who's who in America follows something of the plan of the English Who's who in giving brief biographical sketches of noted living Americans. A list of

* Read before the Ohio library association, 1903.

the writings of each author is given with the first date of the publication, and the publisher. It contains also a necrology.

These two would seem to meet the demands for the identification of American authors.

Cushing's Initials and pseudonyms, and the volume of Anonyms by the same author, together with the index to the *Library journal*, and the list of pseudonyms in *Who's who*, cover the question of anonymous and pseudonymous books.

Vapereau's Dictionnaire universel des contemporains, Ed. 6 with supplement, is the best work for French names available to the small library. It is not confined to Frenchmen but is a general biographical dictionary.

Bornmüller's Biographisches schriftsteller lexikon der gegenwart, and Brümmer's Lexikon der deutschen dichter und prosaisten, are good small biographical dictionaries for German names. Bornmüller is not confined to German names and includes more than living writers. Brümmer is not in one alphabet but is a useful little book notwithstanding.

Smith's Dictionary of Greek and Roman biography and mythology is an authority for the classical writers.

The Century cyclopedia of names is a helpful reference book. It is strongest in biography and geography but includes much information on other subjects.

These books are all useful to the general reader and at the same time form a good collection for the cataloger.

For the assignment of subject headings the first thing needed is a good dictionary. The Century, or the Standard and Webster's international will answer the requirements. The Standard contains full explanations and definitions, is an authority on pronunciation and has good plates, lists of proper names and miscellaneous information. Webster is an authority on syllabication. A good gazetteer and atlas are necessary. Chisolm's Times gazetteer of the world, or Lippincott's, together with the

Century atlas, would answer the purpose. United States Board on geographic names, second report, is a valuable aid and may be had for the asking.

Spiers and Surenné's French and English dictionary, 1898, or Heath's French and English dictionary are good.

Thieme-Preusser, Wörter-Buch, edited by Wessely, or Flügel, Schmidt and Tanger Wörter-Buch der englischen und deutschen sprache are both satisfactory dictionaries of the German language.

Velásquez de la Cadena, Pronouncing dictionary of the Spanish and English languages. New edition 2v. in one, 1901.

Leaving these we come to the aids necessary to the cataloger as technical tools but which have no direct value to the public.

A. L. A. list of subject headings, the Carnegie list of subject headings for children's books, the A. L. A. catalog of 5000 books, Miss Crawford's little pamphlet on cataloging, the Library school rules, Linderfelt's Eclectic catalog rules, Cutter's Rules for a dictionary catalog, and Miss Hasse's rules for cataloging public documents, two volumes of which have been published. To these I would add the catalog of the Scranton public library as helpful in classification and in showing the kind of books usually put under a subject heading.

But the greatest aids provided for the cataloger in recent years are the printed cards issued by the Library of congress, the A. L. A. publishing section, and the Cleveland-Carnegie libraries.

I should certainly advocate the purchase of Library of congress cards by every library. With the pressure of other work on the librarian, all the time which can be saved in this way may be used to better advantage. The percentage of cards obtained by the small library would, I think, be large, as few current books would be purchased for which the Library of congress could not furnish cards. They may be purchased for all books copyrighted after June 1, 1898, and for many foreign books not copyrighted, for books in American history, including the history of all the

countries of the western hemisphere, history of the British Isles as a whole, including description and travel, the history of Austria-Hungary, bibliography and library science, mathematics and such other subjects as the Library of congress announces from time to time. Cards are not printed for unfinished periodical publications or for government publications which are periodical by nature. Monographs, or such government publications as could be bound separately, are cataloged by the Library of congress. There can be little doubt that these cards save time to the purchasing library and, as the work is more thoroughly organized and systematized, they will give greater satisfaction. The author's name is fully looked up and usually needs no further verification. Subject headings are frequently indicated and little remains to be done aside from putting on the call number and the subject headings. This may be done by hand or by typewriter.

The original cost of the cards is small. The price of the first card of a set is always 2 cents and each additional card is always $\frac{1}{2}$ cent. If ordered by author and title there is an additional charge of $\frac{1}{2}$ cent on the first card. Duplication is so inexpensive that the author card and as many subject cards as may be necessary for the average catalog make the cost very little. The cards are standard size, of good stock, and contain much fuller title and bibliographical information than the small library can usually afford time to give.

The A. L. A. publishing section furnishes cards for various sets which it is well to purchase wherever the publications are bought by the library. The Warner library and the Old South leaflets for which they furnish cards are probably in most libraries. This work is analytical and saves much time to the individual library.

Cards have been printed by the Agricultural department at Washington for the Farmer's bulletins and the Agricultural year book. If these documents are in the library, secure the cards by all means.

The most important points to keep in mind in making a catalog are accuracy, uniformity, and simplicity. Always use the same form of name for an author and do not fail to identify him as the writer of the book in hand. Use the most specific subject heading. Always put the same kind of books under one subject heading. Be sure you know what the heading means and that the book belongs there. Do not classify from title, read the preface to find out what the author intended to write about, study the table of contents and the index and skim through the text until you are satisfied as to the subject of the book. Good judgment, general intelligence and practice are the best qualifications for this work.

In assigning subject headings the A. L. A. list is the best help. The printed list must be annotated, for many headings will be used which are not there and it will be necessary to change some of those given. Check each one as it is used, insert those adopted from other sources, and check, also, all cross references as they are made. Aside from this list keep a subject name list of the geographical headings used in the catalog. Interleave the subject headings for these or keep the list on slips.

As far as possible judge the catalog from the standpoint of the reader. Remember that he knows nothing of your methods and machinery. Keep in touch with the public, otherwise there is danger of becoming too technical and of hiding things under subject headings beyond the comprehension or expectation of the reader. Questions asked at the desk are often suggestive as to the possibilities for the greatest usefulness of the catalog. Encourage criticism and profit by it.

Make title cards very freely, especially for short stories and essays with striking titles. Be generous with reference cards, but too much caution can not be exercised in regard to them. If a reference is made from one subject to another the reader naturally expects to find entries under the subject referred to—do not disappoint him. Do not

make a reference *to* a heading until it has been used, but reference *from* a subject not used to one used is helpful. Be careful to keeping clearly in mind the difference between *see* and *see also* references. Use simple subject headings, as far as possible keeping to one word, avoid inverted headings unless absolutely necessary, and make the heading in English except in cases where there is no English equivalent of the foreign word. If a scientific and common term are exactly synonymous use the common term but if not exactly synonymous use the scientific term. In subdividing, divide subject by country and not country by subject. Subject is more frequently studied than country, and the reference from the country to the subject is more within the comprehension of the patrons of a library than the blanket reference "see also names of country under their subdivision." Many countries and states will appear as subject headings in the catalog, under which there would be so few entries that it would be foolish to subdivide them unless double entry is given the books. Practical experience seems to indicate that the subject is more necessary than the country. Double entry is expensive for two reasons—the time spent in making the extra card and in the end the storage of the cards. In referring from country to subject it is permissible to make a direct reference—as New Jersey, *Education*. See *Education*, *New Jersey*. Ceylon, *Botany*. See *Botany*, *Ceylon*, when there would not be enough material to justify the subdivision of New Jersey or Ceylon.

The use of the shelf list by the public as a subject catalog would save time to the cataloger. This of course presupposes a properly classified arrangement of the books on the shelves. Make the author cards, indicating the subject headings on the back for later use. Under the class headings in the catalog put a card referring to the shelf list for books on this subject. This may also be done for fiction and biography arranged alphabetically. Time would thus be allowed the cataloger to take up the more important analytical work,

which strengthens the subject side of the catalog by bringing out good material found in books which, as a whole, classify under a totally different subject heading. Analyze all collective biography, all collections of miscellaneous essays, and bring out all bibliography, however small. Use good judgment in subject cataloging parts of books which will be helpful in the reference work of the library, particularly with the women's clubs. Always bring out material of local interest even if only one page.

Cataloging for a Small Library

The smaller the library, the more complete and analytic the catalog should be. All the resources of the library, to the smallest and seemingly most trifling, should be made available for the public. Every book should be analyzed; for though the library may contain but a chapter on a certain subject, the fact should be made evident. In fact, the less material you have, the more you want to exploit that little and make every bit of it available for the use of your public. A great deal has been said about a good librarian being better than the best catalog. That is not so. In the first place, the best librarian, though she may have a marvelous, never-yet-met-with-in-my-experience memory, can not know or remember the contents of every work in the library.

In the second place, the librarian is not always in the library, and can not be in all parts of it at the same time. In the third place, the librarian may become ill, or even die or get married before she has had time to pass on her wonderful memory to her assistant.

If you can not afford the time or the money to have a complete dictionary catalog, at least have an author and title catalog, and make use of the shelf list as a partial subject catalog. I say a partial subject catalog, because the shelf list, while it will guide you to the books in the various classes, will not assist you to separate articles or chapters bearing on the subject, from which you can answer fully many questions.—*Theresa Hitchler in Library journal.*

Cataloging*

Linda M. Clatworthy, head cataloger, Dayton public library

We catalogers and librarians who come direct from our work have each our own problems and queries, doubts and enthusiasms. This should be the place to thresh them out and to exchange perplexities and suggestions for mutual helpfulness in cataloging. Yet the discussion must not tend to technicalities, as there is not time nor is this the place for them.

In talking the matter over with various librarians of small libraries since coming here, I find there are three questions which are just now uppermost in your minds concerning the cataloging problem.

1. Just what and how much aid may we derive from the different sets of printed cards and how may they be obtained?

2. The essentials of a good working catalog for the small library.

3. How to popularize the catalog and get the public to use it more and to better advantage?

I will try to imagine the point of view of the small library and give a few suggestions on these points, of which I hope later there may be full and free discussion.

1. (a) A. L. A. cards.

For sets involving much analytical work, as for the Old South leaflets and the Warner library, they are helpful, though the cataloging must always be revised to agree with your own headings. For separate titles, however, they neither provide sufficient cards or subject headings nor are they sufficiently prompt in delivery, often coming in weeks after you have cataloged the books. Another objection to these cards is that they have not yet adopted the alignment and spacing either of the Library Bureau or the Library of congress cards and this lack of uniformity in appearance is bad.

(b) Pittsburg-Cleveland printed catalog of 1053 children's books.

This is a complete catalog (subject headings being assigned and printed at top of cards) of a selected library of children's books. Cards for current books are not yet offered, though it is hoped that this work will be done. It is useful, of course, only to the new library, which intends to buy this particular collection of books and wishes the catalog with it. Miss Ames's "List of subject headings for use in cataloging children's books" is a selection and simplification of the A. L. A. headings and is useful not only as it gives the headings with "see also" references used in the printed catalog, but as a suggested list of headings for any separate children's catalog.

(c) Library of congress cards.

This is the most systematic and comprehensive system of printed cards yet offered. A fine spirit of coöperation is shown and that should be reason enough for wishing to use them. Further, I believe they may be made helpful to the small library. The large library with its greater proportion of foreign and imported books, has trouble in getting cards for them with any degree of certainty and promptness.

But the small library, whose purchases are mostly current American copyrighted books, can get cards very promptly for them. Also, the library which is recataloging its old books can get cards for all books on certain subjects which the Library of congress happens to have recataloged. Traveling catalogs of such subjects may be borrowed of the Library of congress for ordering purposes. In our library we give preference in recataloging to the subjects most in demand by the public, and so have not had time to recatalog the subjects which the Library of congress happens to have reached in their work. Of course this is a matter to be decided by each library. The scope of the Library of congress stock and exact methods of ordering may be learned from its Hand-book of distribution and supplementary bulletins, which are sent free to subscribing libraries.

In ordering cards for your current

*Discussion at Ohio Library association, 1903, in Small library section.

purchases, I should advise ordering only for American copyrighted books. The trouble incurred in making temporary records of foreign books for which printed cards are slow in coming, is greater than final help obtained from them.

What is the actual help obtained from L. of C. cards? It is not in the subject work. That is a mistaken idea. Very few cards have subject headings indicated, and even when they are, they are only suggestive, and must be adapted to the form and requirements of each small library. But they do give you a clear, printed statement of the book, with author's full name, and as many duplicates as you wish. They save the weary writing of cards, which has become, I fear, the chief idea of the cataloger's work in the minds of the public, librarian and cataloger as well. Released from this merely clerical and technical work, her energies will be freed for the real, vital part of cataloging, which is the subject work.

Of course there is the objection that these L. of C. cards introduce inconsistencies and variations into the catalog, and the cataloger with the proper spirit bristles at this. It is a more serious difficulty in the larger library, but I am not speaking for it. For the smaller library I should advise,

(1) Concession to variations in author entry up to the point where alphabetizing in the catalog is disarranged.

(2) Selective ordering. By selective ordering I mean, do not order cards for authors, whom you have reason to think your catalog has already entered under a different form of name than the L. of C. will use. Steer clear of George Eliot, and all women who have married several times.

The cost of a set of seven L. of C. cards is about five cents where blank L. B. cards cost two cents, leaving a cost of three cents for name list work and writing of duplicate cards.

The simplest routine for ordering these cards is as follows: Write author (giving full first name), brief title, edition, publisher, and copyright date on a

33-size slip of paper; stamp name of library and number of cards wanted on each slip; alphabet slips, and mail in an envelope with franking label provided by L. of C. All orders are filled on Saturday, and the cards will come to you on Monday morning in time to catalog with the cards in hand. The suggestion of Miss Wilson's, that your book order card, consisting of entries from Publishers' weekly, cut out and pasted on P. slips, be used again in ordering cards is a good labor saver.

2. Essentials of the small library catalog, i. e. when the librarian does her own work and both time and trained assistance are lacking, what may be cut out and what must be retained? My recommendations may be heresy, but often the conditions referred to must be met.

(a) Drop collation, place, publisher, even date except in travel, science, and useful arts, where date is often half the value.

(b) Drop full name of author except in case of conflict. The first name written in full is usually sufficient.

(c) Keep uniformity and accuracy in what you do give. Have cards uniform in size, and in order of placing information.

(d) Do careful and specific subject work always, for that is the important part of the catalog. No matter how small your catalog now is, it will be the basis for a larger one. You can grow into giving fuller information on your cards, but you can not grow from incorrect and general cataloging into correct and specific subject work.

(e) Analyze fully, for the smaller the library the more necessary it is to make every bit of information available.

(f) In analytical entries you may drop author and title when they differ from that of main entry, and even paging, though I doubt if you will wish to do the latter. The analytical entry may be distinguished merely by "In" placed over the book entry, thus merely indicating that material on that subject may be found in that book.

When it is possible to delegate some

of the clerical work to an assistant, the librarian may mark the title page and indicate entries for the book, and leave her assistant to write the cards or copy the author card furnished by the librarian. The assistant may also fill in subject headings, as indicated. I should advise always the dictionary catalog. Still Miss Smith's suggestion as to the use of the shelf-list for main subject catalog supplemented by an author, title, and analytic dictionary catalog could be followed. Then, when a dictionary catalog is possible, the shelf-list cards could be transferred to the office and main subject cards could be written.

3. How to popularize the catalog and get the public to use it more and to better advantage.

(a) Teach the children in the primary grades and in the high school how to use it. We are doing this in Dayton, though so far we have begun by teaching the Normal students, who, we hope, will teach the children. We had them for an hour seated by the catalog, and explained the use of the classification and catalog, explaining author card, subject card, analytical entries "see" and "see also" references, subdivisions under country and larger subjects, etc.

This work could be carried into the schools and women's clubs, and any group of patrons who may desire it.

(b) Print your annotations of the books in the local papers, use them in bulletin book lists, and insert them in the book itself, and so multiply the use of the critical work done by the cataloger.

(c) Get advice from local specialists as to the meaning, form and legitimate use of new subject headings. Keep the catalog up to date and specific along the lines of thought and industry of your community. A list of subjects on which your library has information might be posted in local factory, manual training school, or Y. M. C. A. showing your resources.

A catalog built up in this way becomes a real and living force in the library, creating an interest among readers along lines of systematic study of subjects.

The Making of a Card Catalog*

E. Louise Jones, library organizer, Boston, Mass.

A catalog is a means of showing to the public what books and parts of books the library may contain, by author, title or subject, and should be made as simple as possible to suit the needs of the public. Every catalog should be compiled with the endeavor to make it perfect and not merely generally satisfactory, our aim being to make it easily understood and so complete that all possible information can be obtained readily. A library is of little value without this directory of its books and we should make a proper catalog at the outset, based upon a good system, and continue it with the growth of the library. In this way vast stores of literature may be made available to the public and our library will be doing the work we desire it to do, as knowledge should not only be free but accessible.

In the beginning we have a library just established, with its books not cataloged. How are we to bring these books before the people that they may know what the library contains, be able to find the special book they may desire, or not knowing what they wish, be able to make a selection? If this be done in the best way it will be done once for all.

The great advantage of a card catalog is that it can be kept up to date, any error that may arise can be remedied easily, cards for books taken out of the library for any reason can be withdrawn at once and the catalog be a correct list of the library's wares. It never needs to be rewritten and grows with the library, as cards for all the new books are inserted as soon as the books are ready to go out. Any amount of extra information may be added from time to time, making the catalog each day of more value to our readers, and the resources of the library more available.

For a library running 10 or 12 years without a catalog the cost if put into one year may seem considerable, but if begun with the library it is not expen-

*Read before the Massachusetts library club, Oct. 1, 1903.

sive, as the average cost of cataloging, including all material and most modern card catalog case, is only 10 cents a volume.

As an aid to those unable to visit the library the local newspapers are always willing to publish lists of accessions, and at a very low price will print extra class lists, such as fiction, literature or history, which can be struck off from the cards at any time and posted in the library or distributed. Should the library not care to expend even so small a sum in this way the newspapers will print lists for the amount they will make by selling them at a low price. The small towns which have no newspapers can use the county papers, or typewritten lists can be made and distributed. Libraries deeming it necessary to issue such lists when first making a catalog have found that there was practically no demand for them after the card catalog was thoroughly understood.

In selecting the material for the catalog we should purchase the best rather than the cheapest, as experience will show that in the cheaper material the cards will stick, the rods will not fit perfectly and many little things which make such a difference after all, prove that the best is none too good. The weight of the cards is a matter of some consideration. A medium weight is recommended for the main catalog card, especially if the Library of Congress cards are to be used, that there may be uniformity; but a lighter weight may well be used for the shelf list, as it is to be used by the librarian, takes up less room, and thus will not, by any chance, be confused with the catalog card. The 33 size is preferable for both the shelf list and the catalog, as it is often a great convenience as well as being economical to have all card records uniform in size.

The typewritten cards are more legible, more uniform, look neater and save considerable time, which is certainly an item to the busy librarian, and are practically uniform with the Library of Congress cards. The Remington typewriter with the polychrome ribbon by which the headings can be printed in red type

is very satisfactory, and the Oliver, Hammond, Williams and Underwood do excellent work. A record ribbon is generally used by librarians for card work.

If the cards are to be written, ink, both black and red, that will not fade or destroy the fiber of the card should be used. From practical experience it has been found that Carter's blue-black or Carter's copying ink do good work and Carter's carmine writing fluid for red ink is satisfactory.

A shelf card should be made first for each book, with the author, brief title and accession number on it, which will enable the librarian to refer from the brief entry of a book to the full information in the accession book. This shelf-list is indispensable to the librarian in numbering the books and in checking the library to find what books are missing or out of place. It is arranged as the books stand on the shelf and is a complete class-list of the books in the library for the use of the librarian.

For consulting the catalog some readers will want to find all the books the library contains by a given author, while some, not knowing the author of the book they desire, will look for it under the title, and others looking up a special subject will want to find all the books on that subject together. Therefore, as a rule each book must have an author, title and one or more subject cards.

The author card should have the name in full, if possible, on the first line, followed by the title, imprint, collating and contents if necessary, with the call number in the upper corner. Books without an author are entered by the first or leading word of the title, the first word not an article being the initial word.

The title card will have the title on the first line, followed by the author, and it is well to put the date on this card. All books will require such a card unless the subject includes the title, or the title is too inferior to be considered, such as history, manual, etc.

The subject cards are the most difficult to make and require the greatest amount of judgment. We have to consider under what possible subject or sub-

jects the particular book we are cataloging may be useful to our patrons and decide upon the subject which best expresses the meaning of the book. These cards will have the subject on the first line, followed by the author and full description of the book.

The A. L. A. list of subject headings is valuable as an aid in selecting the best subject to be used and in showing what cross references should be made. By underscoring the subjects used we may know what has been made without consulting the catalog or trusting our memory. The list of subject headings arranged for a children's catalog, published by the Carnegie library at Pittsburg, is very helpful in deciding the simplest subjects for the juvenile catalog.

It is better to use the common rather than the scientific name, as some of our readers are not educated sufficiently to recognize the technical form. In order to have no analogous subjects we must be very generous with reference cards and refer from any possible subject that might be desired. The thoroughness with which cross references are made from general to subordinate subjects greatly increases the usefulness of the catalog. Many books require several subject cards, and a careful study of the table of contents must be made to ascertain of what the book treats at length.

The question of subject headings for fiction is a new idea to some of us, and is it practicable? The Library of congress use these headings for their cards, but do the public find them useful, or do they only help increase the size of the catalog?

A careful reading of the title page is very essential, as at first glance the editor or translator might be taken as the author. Shall we enter the author under the pseudonym, real, or best known name? If under the best known how are we to decide which name may be the best known? Mary Wilkins is the best known form now but in a few years she will be known better by Freeman, as she is writing under that name already. It seems best to enter under the pseudonym when the real name is not known

and the author uses it exclusively on the title page or is much better known by his assumed name. Whatever rule we follow much care must be taken to refer from the name not used.

The rules for all catalogs should be as simple as possible, for small libraries more so than large ones, as the same amount of information may be given in a more condensed form. It seems best to follow as nearly as possible the revised editions of the A. L. A. rules published by the Library of congress, that all catalogs may be uniform.

As long as we have to find books in which an author's name appears, the way is comparatively smooth; but when we come to books without an author our troubles begin and an endless amount of time often has to be spent delving into reference books for the necessary information. The intricacies of cataloging are many, and accuracy must be our watchword. In making analyticals we must consider the needs and size of the library. Smaller libraries not possessing many of the helpful reference books and indexes should be more fully analyzed than large ones.

Having made our cards we must next put in our guides. I heard an energetic librarian remark not long ago that he could not have too many guide cards; but I do not agree with him, for I think that too many are a great hindrance to the usefulness of the catalog. The sub-heading guides are also often confusing to the public. The buff guides, both thirds and fifths, may be used in the same catalog to advantage. One guide for every 25 cards is a fair average.

How shall we best arrange our cards, in separate alphabets, under author, title and subject, making three distinct catalogs, or in the form of a dictionary, having all three sets of cards in one alphabet? It depends considerably upon the library in question and we must consider the needs and convenience of the public with whom we are to deal. The dictionary catalog is the most readily understood, as every one is familiar with the form of the dictionary, and it is, on the whole, the most satisfactory.

The matter of alphabeting is a much more serious problem than one might at first suppose and the novice in this work is amazed to find so many questions facing her. In this we must not forget our watchword, as one can not be too accurate in arranging the cards. Many uncertainties are still unsolved and must be settled by the individual cataloger, as, for example, the arrangement of names such as Eliot with one L and that with two, and Mathews with one T and that with two. Shall we separate them and be strictly alphabetical, or stop to consider where the patrons will look for these authors, and put them all together, regardless of exact spelling? In the same way shall we keep together the author, joint author and editor in one arrangement? These questions are continually before us and most librarians differ in regard to them, but we should be uniform in our arrangement whatever we do.

There is considerable question in my mind in regard to the arrangement of cross-reference cards. If we place them before the subject card some person might confuse *see* with *see also* and look no farther, while on the other hand a person might get justly out of patience to find after looking through many cards for the book desired, at the end of the list a reference card to just the specific subject he might want, as for instance, looking under botany he would immediately recognize flowers as the subject wanted, though botany had come first to his mind.

In the cataloging of the large libraries of the United States the cards published by the Library of Congress will be found useful. These cards can be obtained at a small cost, and by writing or typewriting on them our call numbers and the necessary headings for the subject and title, may be inserted in one catalog. Cards are available for all American books received by copyright since June, 1898, non-copyrighted books received by purchase since January, 1901, and all classes of books that have been recataloged by the library, which at present includes bibliography, library

science, American history, history of England, and the British Isles as a whole, including descriptions and travel, history of Austria and Hungary, and mathematics, and this list is being added to continually as the different classes are finished.

For annotated catalog cards, those published by the A. L. A. publishing board will be found valuable. For some libraries not able to purchase all the cards, those for Warner's Library of the world's best literature, Johns Hopkins university studies, and the United States geological and geographical survey bulletins and mimeographs will be very useful. The cards published by the Carnegie library at Pittsburg for a selected list of children's books are very helpful for the juvenile catalog.

A word in regard to the choice of cases for our library. The small trays have been found most satisfactory, as they can be taken from the case easily and consulted at a table, thus enabling several persons to use the catalog at the same time and fewer cards will be in use at once. The style of case must be decided upon by the arrangement of the library; in some libraries the available space may necessitate long and narrow cases, while in others more compact ones may be desirable. They should be the proper height from the floor to suit the convenience of the public and attendants, the trays never being allowed to reach the floor and when possible the top tray should not be too high to be easily consulted by the ordinary person. For small libraries unable to afford a case, separate trays can be obtained and new trays can be purchased from time to time as the library expands. With the trays neatly labeled, showing the contents of each, our catalog is ready for the public.

The printed catalog I have not considered, as the fact that it is out of date before it is out of the hands of the printer, as new books have been purchased since sending the copy, shows that it does not supply our need. The cost of such a catalog and its necessary supplements, to say nothing of the in-

convenience of being obliged to consult so many catalogs for the one book we may desire, together with the training and experience necessary to compile it, properly make it quite impracticable.

The actual cost of the printing alone of 4000 author entries is \$250. The printed catalog must necessarily give brief titles and thus cannot give all the information that may be desired.

I have not touched upon the matter of classification, as it seemed a bit out of the realm of this paper; but a word at least may be said, I'm sure, without departing from my subject. Too great a stress can not be laid upon the importance of a systematized classification of our books, both for the good of the public and the librarian. Of the two well-known systems, the Cutter and the Dewey, one may be preferred for its more comprehensive classification and the other for its preferable notation. In either case all the books on one subject are together, which is most essential in order to increase the usefulness of the library.

The arrangement of the books under the subject is a matter of personal preference, but the Cutter author table arranging them alphabetically by author and then by title is the most generally used and with the best satisfaction.

It has been argued that there are books impossible to classify, and so at times it seems to the classifier, each differing often in classifying the same book. Classifying is not always solemn work, and some, I fancy, might relate many interesting experiences. One of the most amusing incidents in regard to the difference of opinion in classifying I came across recently: Rolfe's Shakespeare the boy being classified under customs, treatment of the dead. Would another classifier have thought of such a place for it? I was much surprised not long since to hear one of our leading educators say that he didn't approve of our present system of classification, his idea being that the books should be arranged by size, as they would look better and take up less room on the shelves. We can hardly realize that in these enlight-

ened days some of us are still in the "dark ages" after all, in regard to library science.

In biography it is well to use the letter B, or E if we are using the Cutter classification, with the Cutter author numbers for the name of the subject of the biography and the initial letter of the author's name, that all lists of one person may be together, arranged alphabetically by authors. For fiction we need no class numbers, but by using the Cutter author table the books are arranged alphabetically by their authors, and by adding the initial letter of the title, alphabetically by title also. It has been suggested that no call numbers be assigned to fiction, but that it be arranged by author and title, with F signifying fiction. It is a question whether or not the users of the library prefer to write the author and title of the books they desire when calling for a book or write the numbers. Then, again, will it not take longer to find the books and return them to their proper places on the shelves? Will there not be opportunity for mistakes in returning the books to their places? If any one has tried the experiment I should be glad to hear the result of his experience.

I have spoken more particularly in regard to cataloging a new library, but the same principles may be applied in recataloging an old one, and the work done with little inconvenience to the public, with only the books that are being immediately cataloged necessarily out of circulation, for the short time they are being cataloged, and the catalog can be read at once with the additions to it from day to day as the work advances. Should funds not be forthcoming to engage the services of an expert to do the entire work it might be profitable to engage such a person to start the work and give the assistants the instruction necessary to complete it.

Let us hope that the future of cataloging may solve many of the problems still unsolved and that we shall have more and better catalogs, that we may make our libraries the true paths to knowledge and in this the catalog will do its part.

Better Cataloging for Small Libraries

A special foreword

A special committee of the Ohio library association is investigating cataloging conditions among the libraries of Ohio, with a view to spreading the use of the Library of congress cards, and to discover what improvements are necessary to make these cards more generally useful.

It is felt that the smaller public libraries should be the special beneficiaries from this cataloging-from-a-central-bureau system because they have less trained help, and are less apt to have a cataloging system of their own already worked out, and because their purchase lists are more uniform and consist of books for which the Library of congress can supply cards promptly.

The following letter is being sent out to the smaller libraries of Ohio, and to 82 other small public libraries of other states which have made fair trial of the Library of congress cards. The publication of this letter in PUBLIC LIBRARIES is to give the widest possible publicity to the investigation of the use of Library of congress cards, and the committee asks all libraries which have suggestions or experiments with the cards to communicate with the chairman at once.

The Library of congress has offered to provide sample cards of the new A. L. A. catalog soon to be printed, and also to print sample cards with the committee's suggested changes to make the cards more suitable for the small public library. These sample cards will be distributed by the committee with the letter, and votes taken on them. Extra copies of cards and letters may be had upon application to the chairman.

Recommendations based on the replies to this investigation will be submitted to the Library of congress, through the O. L. A.

It is believed that if the committee has the coöperation of all interested libraries at this time, some definite points may be gained toward securing better

catalog facilities for the great body of smaller public libraries. Will you coöperate with this movement?

Letter to librarians

You are, of course, interested in providing, for your growing collection of books, an index which will most economically, simply and fully guide your readers to the information contained in the library. Such an index, or catalog, provided in most modern libraries is a list of authors, titles and subjects written on cards and arranged alphabetically for the use of the public. This work requires time and a knowledge of technical details only obtained by persons with considerable library training. How to produce such a catalog becomes a problem in the small library where training is limited and other calls demand the time of the librarian.

It is to consider a coöperative system, by which such libraries may have catalog cards provided for them, thus saving money and time and securing a full and more perfect catalog, that a special committee has been appointed by the Ohio library association. The coöperative system already under way and which seems to us more promising to lay hold of and adapt for the use of small libraries is that of the Library of congress. This library, in cataloging its own immense collection of books at Washington, which includes among others all books copyrighted in this country, is printing duplicate cards which it offers at a very low price to any library that wishes to use any of them. These cards, at present, do not often suggest subject headings, nor can cards be obtained for every book; but when they can be obtained they have been proven by libraries using them to be of great value in giving the correct statement of the book and in saving the handwriting of cards.

Further, we believe that if an earnest and united desire is expressed by the small libraries for these cards, the Library of congress may be able to fully catalog and supply cards for the books likely to be purchased by the average small public library. In the interest of this investigation as to how the small libraries feel on the subject, the committee begs for the cordial assistance of all such libraries, and especially for their careful and prompt answers to the following questions, after consultation with trustees.

Please answer by number, and send to the chairman, Linda M. Clatworthy, public library, Dayton, Ohio.

Questions

- 1 Name of library.
- 2 Number of volumes in library.
- 3 Annual appropriation for book purchase (not including books bought to replace or duplicate old copies.)
- 4 a) What is your general principle in regard to book buying? Is it to buy the best general popular books of the day, the price ranging from 50 cents to \$2?

b) Do you also have demands from special classes of students and workers of your community? If so, what special classes of books are most wanted? For instance, art, agriculture, mechanics, home industries, etc.

5 a) What printed book lists, such as library bulletins and library commission lists, etc., do you use, if any, to aid in selecting books for purchase?

b) If you use the A. L. A. catalog of 5000 books for a library and its annual supplements, the Best books lists compiled by the New York State library, do you buy the books there suggested quite freely?

6 a) Are you making a catalog?

b) If so, is it printed in book form?

c) Or, is it written on cards?

7 If you are making a catalog on cards, how is it written?

a) By hand?

b) By typewriter?

c) By some duplicating process?

8 About how many cards do you make, on an average, for all of the records of each book?

9 a) How fully do you analyze? i. e. Do you try to make cards for separate essays or chapters treating of subjects different from the main subject of the book?

b) If so, what classes of books or subjects do you feel the need of doing this analyzing for most?

c) How desirable do you feel that it is to index such analytical material?

10 a) Do you use the A. L. A. list of subject headings?

b) Do you find it necessary to use other subjects besides those indicated in it and do you keep a supplementary list of subjects used?

11 a) How do you arrange your books on the shelves?

b) If you arrange them by subject do you classify them by the Dewey decimal system? Or the Cutter expansive system?

12 a) To whom in your library does the work of cataloging fall, the librarian or an assistant, or both?

b) What library training has she had?

The following questions need be answered only if you are acquainted with the Library of congress cards. Approximate figures are, of course, all that is wanted.

13 a) Have you used any of the Library of congress printed cards?

b) If so, for about how many books have you used them?

c) Are you using them now?

14 a) What proportion of cards have had subject headings indicated?

b) What proportion of headings indicated have you used exactly as given?

c) What proportion of headings indicated have been merely suggestive?

15 Has the analytical work been as full as you wish?

16 What changes would you like to see in entries on the cards? Indicate the ones, suggested below, which you would think an im-

portant improvement, by figures 1, 2, 3, etc. in order of importance.

1 Popular form of author's name.

2 Short title.

3 Name of publisher omitted.

4 Only one place of publication given.

5 Paging omitted.

6 Bibliographic items omitted. (i. e. size, illustrations, etc.)

7 Subject entries transferred to back of card or provided on separate slips of paper accompanying cards.

17 Which of these changes should you like to see? Indicate by figures 1, 2, 3, in order of importance, the ones you would consider an important improvement.

a) Subjects indicated for all books.

b) Dewey decimal classification number indicated.

c) More analytical work.

d) Brief descriptive note about book.

18 Have you any other suggestions as to how the cards may be made more useful to you?

19 a) Would you probably subscribe regularly to the Library of congress cards if improvements in 16 alone were made?

b) If improvements in 17 alone were made?

c) If all improvements in 16 and 17 were made?

d) Which of the improvements noted, 16 or 17, do you consider the most helpful to you?

If you are interested in following the progress of this inquiry you will find reports published in PUBLIC LIBRARIES.

Very sincerely yours,

LINDA M. CLATWORTHY, Dayton, Ohio,
Chairman.

ESTHER CRAWFORD, Cleveland.

LAURA SMITH, Cincinnati.

EMMA GRAHAM, Sidney.

MARY E. AHERN, Chicago, Committee.

Cataloging Mounted Pictures

EDITOR PUBLIC LIBRARIES:

I have just come across the question about cataloging mounted pictures, in PUBLIC LIBRARIES for February, page 70. I have several thousand mounted pictures in constant use for school purposes, and many more to be drawn upon and mounted as occasion requires. I do not catalog any of them, but classify them very closely by the Dewey classification. The unmounted ones are filed away in large drawers, the pictures being put in paper wrappers and filed vertically. The mounted ones are put away in a cupboard that has shelves very near together. The whole system is explained in a pamphlet entitled The formation and care of school libraries, of which I sent a copy to PUBLIC LIBRARIES last October.

I find this system of classifying and keeping pictures exceedingly convenient and a great time saver. I could not possibly take time to catalog them.

Yours truly,

ANGE V. MILNER, Librarian.
Illinois State normal university, Normal, Illinois.

Cataloging pictures

In our library we have a collection of about 8000 pictures, reproductions of paintings, photographs of sculpture, architecture, animals, birds, etc. These are mostly mounted on cards of uniform size, 11 by 14 inches, and arranged in special cabinets. Larger sizes are placed by themselves, this being indicated on the catalog card by the letter F.

These pictures are all classed, similar to books, by the decimal system. Reproductions of paintings being placed under the school, followed by artist's initial and number from the Cutter tables. Pictures by the same artist numbered consecutively. The same thing is carried out with sculpture. Artists are placed with their works.

Educators, musicians, philosophers, etc., are all placed under the number for biography of their division, followed by initial and number from Cutter table. Pictures of birds are given the class number followed by the number taken from the check list of the A. O. U. Pictures of places, description, and travel are given the geographical number, followed by simple numbers in order of accession.

The card catalog contains card for artist and titles, with an occasional subject when found of especial value. Land-seer's dog pictures, for instance, can all be found under Dogs.

We find it most convenient, for the present, to have a separate cabinet for the picture catalog. However, should we at any time wish to place all in one general catalog, it would be done by stamping the word Picture on each card.

ALBERT F. CARTER, Librarian.
Colorado State normal school, Greeley, Colorado.

On Cataloging: Some Glittering Generalities

C. B. Roden, in charge public catalog, Chicago public library

No news has as yet been given out as to the character of the program of the next A. L. A. conference, but presumably it will be safe to say that a part, at least, of the time will be given to a retrospection and a picking up of loose ends, similar, or perhaps merely supplementary, to the stock-taking of 1893, the results of which were preserved under government auspices, and which form so excellent and complete a compend of library economy. That such a survey would reveal a large measure of growth along all lines of our calling is a fact which we have heard declared and have seen demonstrated with sufficient force and frequency to compel our belief in advance.

And especially may the practitioners of the gentle art of cataloging regard the decade 1893-1903—the period between the world's fairs, Chicago and St Louis—as an epoch which has witnessed much upward movement and many significant changes.

Consider, for example, the rise of the coöperative idea, or rather the materialization of the idea in the printed card, which has come within this space of time: an idea which many of us were prone to look upon with misgivings as tending to endanger our occupation. Ten years ago we had the so-called A. L. A. cards, worthy pioneers in their way, but now happily superseded; costly, and surrounded with vexatious conditions, and, after all, relieving us of just the work which gave us the least trouble—the cataloging of the Current American books. Today, having survived our misgivings, we place our whole trust and confidence in our great and good friend, the Library of congress, and pray for more power to its hands. And subsidiary to it there is the goodly company of lesser lights whose combined rays have brightened our pathway not a little. There are the serial analytics, the annotated history cards, the Pittsburgh-Cleveland cards for children's books, the

Agricultural department cards, and, soon to come, the document cards, not to mention the cards in zoölogy and physiology of the Concilium bibliographicum, and the vast undertakings of the Royal society and the Institute international de bibliographie, striving toward the ignis fatuus of universal bibliography.

Secondly, ours is less a rule-ridden craft than in times but lately gone, and this is unquestionably to be ascribed to the influence of just those coöperative activities which we have noted. For, having to deal with two or three or four different sorts of printed cards, no two of them, alas, doing the same thing in precisely the same way, and all of them, probably, departing somewhat from our own particular practices, we have perforce learned to distinguish between essentials and non-essentials, and, in the case of the latter, we have come to exercise and tolerate the widest liberty, at the cost of many a cunningly devised rule, and to the imminent peril of that inexorable joss, Uniformity, whom we have almost jarred off the pedestal whence for so long he has commanded our abject obedience. Not that we shall not be pleased to keep him still and always, properly subordinated, among our Lares and Penates, but properly subordinated he must, and henceforth shall be. And having tasted of the sweets of liberty, we have gone on, clearing away much underbrush in our way. A great light has been let into the tangled thicket of "corporate entry," and the "purely local" abomination has been largely dissolved in the illuminating discovery that things which have names, be they American or European, existing in one small hamlet or spreading their influences over a continent, ought to appear under those names—even in library catalogs. "Full names," too, are not so much in vogue as they were 10 years ago. Such headings as James Henry Leigh Hunt, Charles John Huffam Dickens, Charles Grant Blairfindie Allen are, let us believe, far rarer. For we begin to understand that we have but a doubtful right to burrow into the dead past and to lay bare the indiscretions of

baptismal registers even in the direst necessity. Meanwhile, in the place of these false gods which we have discarded, we have found other ideals to engage our thoughts. We have come to a better realization of the intimate connection between card catalogs as instruments of present convenience and bibliographies as records worthy of preservation for all time. We have, therefore, paid more attention to details which are worth while; we give title-pages as we find them, collations fully and exhaustively, sizes accurate to the centimeter—though we suspect that to nine tenths of our patrons such notation means nothing. Moreover we have heard an occasional still, small voice which would have us believe that the best of card catalogs is but a costly and unwieldy makeshift. Wherefore, while formerly we were fond of cutting titles and strewing "three dots" into the wound, we now set about endeavoring to mitigate the evils of non-committal t.p.'s by means of judicious and succinct notes, explanations, and additions, notwithstanding the fact that J. Duff Brown characterizes such proceedings as "the craze for annotation." May that reproachful term never be justified, as we believe it is not today.

And thus, looking back with some satisfaction at our progress hitherto, we may thank God and take courage, and strive on in the comfortable belief that our feet are set in the right road, and that, though art be long and life be short, our pioneer labors, some of which are here called to mind, have abated not a few of the obstacles from the path of those who shall come after us.

The more books of the right kind are read, the more efficient a nation becomes. To deny that books of the right kind contribute to human efficiency, or that the great books of a nation contribute to a nation's efficiency, is like a refusal to acknowledge that heat comes from the sun or motive power from steam. No man or woman who contests that sort of proposition deserves a hearing.—*Sidney Lee.*

Public Libraries

(MONTHLY)

Library Bureau	- - - - -	Publishers
M. E. AHERN	- - - - -	Editor
Subscription	- - - - -	\$1 a year
Five copies to one library	- - - - -	\$4 a year
Single number	- - - - -	20 cents

PUBLIC LIBRARIES does not appear in August or September, and 10 numbers constitute a volume.

The reference number—It has been very gratifying to receive the many kind words said about the February number of PUBLIC LIBRARIES, and it has given a new stimulus to the effort to give something of value to all our readers. We are preparing to make this the banner year in the history of the magazine, and shall spare nothing that can contribute to that end.

In the meantime any communications of interest to library workers, of any class, will be cordially received and used to the best advantage.

Attendance at A. L. A. meeting—It is to be hoped every library worker in the country will have a chance to attend the sessions of the A. L. A. at St Louis next October. It has been announced that a half-fare rate to all organizations holding meetings at the fair has been conceded by all the railroads. This ought to put it within the reach of all librarians to attend the A. L. A. meeting, and of many to attend the meeting of the library section of the N. E. A. also. The meeting will be international in character and the special library exhibits, to say nothing of the others, will make it quite worth while to attend.

The extension of the British museum—The statement that \$12,500,000 was paid for the additional land for the extension of the British museum makes our efforts on this side in that line seem rather small. But when one considers what the institution is and the magnificent work it is doing, the wisdom of the expenditure, great as it seems, is apparent. The library of the institution has long been more than crowded even with the ingenious sliding book cases introduced by Dr Garnett. It is growing at

a tremendous rate and the necessity for more room has grown so imperative that it seems absolutely necessary that an extension should be provided for.

A valuable list for small libraries—Those libraries which are not receiving the monthly list of publications of the United States department of agriculture would do well to write to the Division of publication of that department and ask to be put on their mailing list, as the list will be sent regularly to all who apply for it. In these lists will be found much material that would seem to be useful to many libraries, particularly in a farming community, and at a very low price. By taking advantage of such things as these, the library may increase its usefulness and save its appropriation in many ways.

Microbes in libraries—Judging by the reports which are being made much of by the newspapers, the municipal authorities of Berlin are taking their turn in being much exercised over microbes in public libraries. In the words of Mrs Ruggles, about once in so often some one becomes deeply interested in the microbes in public libraries, informs the public of its danger from infection through them, but asserts that when the writer's investigations are finished the panacea will be discovered that will remove all danger, or at least minimize it. As a matter of fact there is no danger where ordinary precaution is taken, and it has so been proven and published many times. If the investigator would only investigate first and take the public into his confidence afterward, much mental strain and false alarm would be averted.

Statistics show that in this country at least, where a close relation between the health authorities and the public libraries is maintained, there have been no infectious diseases spread by public libraries. It has also been shown that it is less expensive to destroy books that have been exposed than to fumigate them. This has been proven in so large a library as the Boston public library and would certainly be the case in a small library.

Cataloging number—The largest space is given this month to a discussion of the subject of cataloging, which can not fail of being interesting to a large number of our readers. Special attention is called to the work of the committee of the Ohio library association as it is set forth in this number. It will take up the whole subject of cataloging for small libraries and the relation of the L. C. cards to it in a way that can but result in a clearer knowledge of the subject on the part of the librarian, and a definite policy in the matter on the part of the Library of Congress.

There is no longer a question of the card catalog being the most desirable and most inexpensive for any library, but particularly for the small library. It is a great lack of wisdom on the part of a library board to tie up so much of the funds of the library in a printed catalog, which can not be made to give as satisfactory service to the largest number of the library users under any circumstances as the same amount invested in a card catalog.

It is greatly to be desired that those interested in the subject will respond fully and promptly to the questions put by the committee, and that a policy simple and helpful may be evolved as soon as possible.

Suggestions on imported books—The following is an extract from a letter sent to the A. L. A. committee on relations with the book trade, in answer to Bulletin No. 1, by Lemcke & Buechner of New York:

We wish to point out that the law allows the importation free of duty for libraries of two copies only of one book in any one invoice, and to add that the free-of-duty importation for libraries, which is the specialty of our firm, has recently been made more cumbersome and annoying by an order of the Treasury department. Heretofore the librarian's preliminary oath, with detailed list of books to be imported, backed up by the importer's oath reaffirming the librarian's statements, was deemed sufficient. Now a statement by the librarian, that such books were received, is demanded

in addition to the two oaths previously filed. The labor and expense of procuring this receipt is thrown on the importer, reducing his small commission materially and wiping it out entirely where single books are involved.

The A. L. A. might consider this new imposition and try to simplify the librarian's as well as the importer's work. Either the oaths or the receipts should be ample protection for the government. To demand both is impugning the honesty of librarian and importer and cheapening the solemn oaths of both. The custom house is satisfied to examine one case out of ten. If the one is found correct all others are presumed to be so. Why could not the same principle be applied to books imported for libraries and a few items from every invoice be made tests, and if these were certified by the librarian to have been received, deemed proof of the correctness of all others? This would do away with much swearing, and many other annoyances to all concerned.

The A. L. A. might also, with propriety and to the advantage of the library, literary and professional interests of the country, take up the proposed reclassification of mail matter, so that the determination of what is a periodical, and as such entitled to the present bulk rate postage, be not made dependent upon the pleasure of some official, and that technical provisions and red tape, devised for certain purposes, be not applied to all periodicals with the result that most foreign publications are denied the privilege of the low postage rates. Our firm submitted sample copies of several hundred foreign papers to the postal authorities. The great majority, although to the unofficial mind full-fledged periodicals, were cavilously shorn of this character and must pay the eight times higher rate of book-postage.

LEMCKE & BUECHNER.

This all bears on the matter of special postal rates for public libraries, which matter should be pushed in all its bearings until a more equitable system prevails. There is room for thoughtful consideration here from every side.

Answer to Cataloging Questions

STATE NORMAL SCHOOL,
STEVENS POINT, WIS.

Editor PUBLIC LIBRARIES:—Replying to the questions in the columns of PUBLIC LIBRARIES under Cataloging information wanted, I will say that our library is a small one, and being a school library we often find a mite of information which seems hardly worth while cataloging in the approved method. We have, therefore, several drawers in the catalog case used for just such references. We put in the simplest kind of subject headings and often mark them for the grades for which they are suitable. Some of the magazines not indexed in the printed publications, we also index in this (what we call reference drawers), also our collection of pictures and any bibliographies which we work up on special topics.

My experience would lead me to vote against this separate catalog, if it can be called such, but the lack of time to make as near perfect cards as possible, also the expense of the cards in the general case, have influenced us to do as we have done. We use the 33h cards for this work, also for the shelf list of all our pamphlets and pictures.

I should say in cases like ours, where a separate catalog or list of references is made, that *see also* cards should be placed in the regular catalog drawers, for the benefit of those who do not know of this arrangement. We shall probably do this some day when we can find the time.

I shall be pleased to note the experiences of others along this line.

ELIZABETH F. SIMPSON, Libr'n.

Comparative Cataloging

Miss Hitchler, chief cataloger Brooklyn public library, has issued a little pamphlet under title Comparative cataloging rules, 20 points in 10 codes briefly compared. The points are mainly such as puzzle both the beginner and the more experienced worker. The compilation therefore is welcome, as it brings together the various ways of treat-

ing such matters as Noblemen under title or surname, Use of capitals, Contents and notes, etc. But why should Tracing cards in catalog be included? It is not covered by any other code than the Library school rules, and rightly, because it is not cataloging, but book-keeping. Presumably both the Bodleian library and the British museum have some means of tracing their entries, even if these are not mentioned in their rules. Some of the other items seem of small interest in a comparative study that does not intend to cover the whole ground. But most important points seem to have been covered, unless some might miss the question of arrangement of works by the same author.

A. G. S. J.

Rules for Card Catalog

The following rules have the sanction of good authority:

Follow Library school rules in regard to form of entry, imprint, etc., with the following exceptions:

1 Omit author's date unless necessary for identification.

2 Enter George Eliot and George Sand under the pseudonym with reference from real names.

3 Enter sovereigns under the English form of the name; also, names of cities, towns, and political divisions.

4 Omit added entries under ed., tr., etc., unless the book is well known under these names.

5 Add series note for all except press series. Make series card for best known series.

6 Give main paging only unless there is secondary paging forming one-fourth of the book, in which case give it, connecting the two with the plus sign. Follow same rule for folios and columns.

7 If the book contains more than one form of illustration, give "illus" in imprint. If maps alone, give "maps," if portraits alone, give "por," but in history and travel always specify inserted maps, and in biography, portraits.

8 Give copyright date, when there is no t. p. date. If both are omitted, give preface date. Enclose these in brackets.

Aids to Reference Work in a Small Library*

M. H. Douglass, librarian Iowa college, Grinnell, Iowa

II

Some material on other subjects in which reference work is frequently done

International peace

Lake Mohonk conferences have already been mentioned. Lake Mohonk conferences on international arbitration have been held every year since 1894.

The American Friends peace conference, held at Philadelphia last December, published a 236 p. cloth-bound volume of proceedings, which was sent out to libraries, I don't know how generally. Requests for it may be sent to the office of either the *Friends intelligencer* or the *American Friend*, Philadelphia. The *Advocate of peace*, the organ of the American peace society, is a monthly journal with a subscription price of \$1. It is sent free to college libraries and Y. M. C. A's. Address it at 31 Beacon st., Boston.

Direct legislation

The *Direct legislation record* is published at 25 cents a year. For it and other literature on the Initiative and referendum, address Eltweed Pomeroy, East Orange, N. J.

Currency

Sound currency, a quarterly publication, is the organ of the Reform club and contains much of interest to students of finance. Its price is \$1. Address 52 Pine st., New York City.

Temperance

National temperance almanac is an annual giving statistical and miscellaneous information concerning temperance. 64 p. in 1902. Price 10 cents.

Education

The reports of proceedings of the state teachers' association should be secured and preserved for reference on educational topics. Effort should be made also to collect the proceedings of the National educational association. They can frequently be secured from school

men. They are indexed in the A. L. A. index and are very useful, though the average small library will perhaps hardly feel that it can afford to pay the \$2 a volume necessary to purchase them.

Speeches

The proceedings of the Iowa State bar association we sometimes find of use for persons wanting examples of after-dinner speeches. That, of course, is a mere incidental value. They are important items of state historical literature, the obituary notices being frequently of importance.

Chauncey M. Depew has sent out four or five volumes of speeches of 75 or 100 pages each. Requests for them should be sent to him at New York.

Municipal affairs

Libraries having much call for the literature of municipal government should have the complete bibliography of the periodical, Municipal affairs. It is called Municipal affairs index. The latest revision of the bibliography is the April, 1901, number of the periodical. It is a publication of 340 p., taking up general works and the literature of various cities separately. Price 75c.

The negro

A select bibliography of the American negro for general readers, by W. E. B. DuBois, was published last year by Atlanta university. It is a pamphlet of 11 p. and costs 10c. Address Atlanta University, Atlanta, Ga.

A full bibliography of the American negro was published in the Report of the U. S. Commissioner of education for 1893-4. V. 1, p. 1038-1061.

Lake Mohonk conferences

Important Lake Mohonk conferences on the negro question were held in 1890 and 1891, participated in by such men as Ex-President R. B. Hayes, Gen. Armstrong, Judge Tourgee, Dr Lyman Abbott, Gen. O. O. Howard, Hon. Wm. T. Harris and Hon. Andrew D. White. Any librarians interested in these or reports of Lake Mohonk conferences on other subjects would do well to write asking for them to Albert K. Smiley,

*Read before Nebraska library association, October 12, 1902.

Lake Mohonk, Ulster Co., N. Y. Other conferences have been on International arbitration and of the Friends of the Indian.

Slater fund

For information regarding Proceedings and occasional papers of the Slater fund, address F. R. Ball, Johns Hopkins university, Baltimore. Occasional papers 1-6 were reprinted in the Report of the U. S. commissioner of education for 1894-5, ch. 32.

Hampton institute

Hampton Normal and Agricultural institute of Hampton, Virginia, issues annual catalogs and reports of the principal which have information concerning the education of negroes and Indians. They also publish at \$1.00 a year *The Southern workman*, a magazine devoted to the interests of the undeveloped races, which is full of good things. Contents for June, 1901, for instance, include editorial comment on:

The red man's present needs.
The Indian industries league.
Results of Indian education.
The reaction of handwork on the mind.
The negro in New York.
Southern summer schools.
Hampton's 34th anniversary.
The Southern educational conference.

The contributed articles are on:

Irrigation in Southwestern Arizona.
A'nt Ca'line, a poem.
The housing of the negro in N. Y. City.
Cotton raising in Togoland.
By an' by, a plantation song.
The city negro. II. Industrial status.
The Indian dances.
Rise and progress of manual training. IV.

A. M. A.

The American Missionary association has literature on the education of the negro and other neglected races, a good deal of which is of more than denominational interest, and which may be had for the asking, of Rev. A. F. Beard, 4th av. and 22d st., New York City. Other missionary societies publish literature of interest. The society of which I have spoken operates among the negroes, Indians, mountain whites or highlanders, and in Porto Rico and Alaska. Follow-

ing are a few titles from their 1902 list of leaflets:

Home life among the highlanders.

Women of Porto Rico.

Porto Ricans at home.

School life in Porto Rico.

Industrial training, its place and mission in race evolution.

What has been the progress of the negro ethically, educationally, and economically.

Other reference lists to be noted are the Nature study reference library and the Farmer's library list, issued by the Department of agriculture of Pennsylvania.

Interesting literature on nature study has been put out by the College of agriculture of Cornell university, Ithica, N. Y.

University extension syllabi

The printed syllabi of the university extension lectures of the University of Chicago contain valuable references, which are frequently of use to study clubs. For information concerning these address the Lecture-study department of the University of Chicago.

Immigration

The Immigration restriction league publishes a Bibliography of recent literature on immigration. This includes general references and references for the affirmative and the negative of immigration restriction. For this and other free pamphlet literature on immigration, address Prescott F. Hall, secretary, Fiske building, Boston.

Statistical information on the subject of immigration may be obtained from the annual reports of the U. S. Commissioner general of immigration, Washington, D. C.

Social settlements

One of the best of the inexpensive bibliographies of a single subject is the Bibliography of college, social, university, and church settlements, compiled for the College settlements association by Caroline W. Montgomery. 68 p. New York, 1900. This is not only a full bibliography of the subject, but is also a directory of settlements in the United States and foreign countries, giving date of founding, the founders, the principal enterprises and publications of each

settlement. Price 10c. Address Mabel G. Curtis, Sec'y college settlements association, No. 829 Boylston st., Boston.

Libraries having call for material on settlements may find it of advantage to write some of the leading settlements for literature. A supplement of the December, 1901, number of *The commons*, organ of the Chicago commons, is a description of the settlement and its various enterprises. Copies may be had of Rev. Graham Taylor, Chicago. Hull house, Chicago, can also doubtless furnish settlement literature.

Municipal government

There are a number of reference lists on municipal government. The National municipal league committee on instruction in municipal government in American educational institutions has published two reports, each with a bibliography. Address Hon. C. R. Woodruff, secretary, 121 South Broad st., Philadelphia, Pa. This league also sends out gratis some pamphlet literature in addition to the useful volumes of *Proceedings*, which are for sale.

Advertising matter

Of the quantities of advertising matter which might be useful to a library we can say little. Descriptions of various localities of the country may be had frequently in attractive form from various railroads. Picturesque Colorado is the title of an attractive railroad booklet. For copies address F. E. Fisher, General passenger agent, Denver.

The Southern Pacific Co. publishes monthly an illustrated magazine called *Sunset*; a magazine of the border. It also has some interesting literature on Mexico. Address Passenger Dept. No. 4 Montgomery st., San Francisco.

The Chicago & Northwestern R. R. has pamphlet literature on Picturesque Wisconsin, Illinois and Iowa, and on Iron and copper and where they are found, telling of various mining processes and describing the deepest copper mine of the world, located in northern Michigan. It has also put out an interesting cloth bound book of 114 pages on

the Indian. Address Passenger department, Chicago.

The announcements sent out by Chas. H. Gates, Toledo, Ohio, of the Gates' tours contain much of interesting description of the localities to be visited.

The publications of manufacturing concerns to advertise their wares are too numerous to mention, though an interesting list of those of value to libraries might be made if space allowed.

What has been said will serve to illustrate some various directions from which useful literature may be secured by the alert librarian. The principle to be had in mind in securing literature of the class with which this paper has mainly dealt is, Ask, and it shall be given you; seek and ye shall find. When a librarian sees notice of something he wants, he should write inquiring if it is available for free distribution to libraries, or if not, on what terms it may be secured. When anything is received acknowledgment of it should be made, saying that the library will be able to make use of it and be glad to receive other literature in the future.

A Quotation, Not a Statement

EVANSTON, ILL., Feb. 11, 1904.

EDITOR PUBLIC LIBRARIES:—A recent sensational and misleading article in a Chicago paper, commenting upon a paper on Children's reading by the undersigned, has been copied quite generally over the country—and many of these newspaper articles quoted the writer as using words which in her paper were used as quotations and credited to their proper source. Wishing to defend herself against any possible charge of plagiarism, the writer asks if you will give space to this explanation.

Very truly,

MARY B. LINDSAY.

Good books to be great effect must be cheap. For it is better to buy books than to borrow them. But, until wealth is differently distributed the bulk of the population will not be able to buy expensive books.—*Sidney Lee, in the Library Assistant.*

A Librarian's Literary Work

The final report of Dr J. K. Hosmer to the Minneapolis Library board contained in addition to the regular material the following:

May I be permitted, now that I am about laying down my position, to speak again briefly about certain work in which I have been engaged? It is in accordance with the best traditions of such institutions as ours that librarians shall not be entirely absorbed in administrative details, but shall be fruitful of works, of benefit first to the communities which they serve, and, secondly, to the world at large. They have at hand, as do no other men, the treasures of the past. What better than that, so far as time and strength allow, they shall express the essence of these treasures, and impart it in a form convenient for their generation. So Lessing, librarian at Wilfenbuttel, in Germany, amassing learning among the books of the Duke of Brunswick, gave presently to the world the *Lacoon*, and the *Education of the human race* and *Nathan the wise*. His contemporary, David Hume, librarian of the faculty of advocates at Edinburgh, making useful the stores of the most important collection in Scotland, gave presently to the world the first proper history of England. In our own time Richard Garnett, librarian of the British museum, has been usefully prolific in the field of belles-lettres; and in America, Justin Winsor at Boston and Cambridge, J. N. Larned at Buffalo and W. F. Poole at Chicago, laid the cities where they lived and the country at large in their debt, by producing works of the first importance. These men are the heroes of our profession: in no way am I to be classed with them, except that I, too, am a humble member of the profession which they have adorned with their power and learning. But following the tradition bequeathed by these great men, I have written some books. To write them I have not secluded myself. I have done the work in leisure hours, or while holding myself prepared to answer all calls that came to me. My thought has been to supply to busy men and women in succinct and convenient form, out of the materials packed away in this library, some parts of the story of the land in which we live. I believe that in my work of this kind I have had the approval of the board; at any rate, no hint has ever reached me that such an application of my time and energy was disapproved.

Contributions to history

It seems proper that there should be a record somewhere of my work of this sort, and I beg your indulgence while I set out in order, as a contribution to the history of the institution, what I have written since I have been your librarian: In 1894 I published a novel, *How Thankful was bewitched*, the purpose of which was historical, the design being to present the life of 200 years ago, as it went forward in New France and New England. In 1896 appeared

the *Life of Thomas Hutchinson*, royal governor of the province of Massachusetts bay, who laid down his office in 1774, so far as I know the first respectful biography of any political figure who, in our revolutionary days, took the ground that the English speaking world ought not to be divided, and that with a little patience a redress of grievances might come which would prevent the Anglo Saxon schism. In 1898 the editor of the *Atlantic monthly* wrote me that James Bryce had contributed a paper on American conditions which he wished to print in connection with an article by some American writer, on some similar theme. This article I was invited to furnish, my papers bearing the title *The American evolution—Dependence, Interdependence*. In 1901 appeared a *Short history of the Mississippi valley*, an effort to compress into brief and readable shape a very large story; and in 1902 a *History of the Louisiana purchase*, in which is given a somewhat unusual view of that transaction. In 1902 also I supervised and furnished an introduction for a handsome edition of the *Expedition of Lewis and Clark*. A year or so since I was invited by Prof. Albert Bushnell Hart, of Harvard university, to be one of a company of writers in the production of an extensive work in 25v., to be called the *American nation*. I accepted, receiving as my part of the work the volumes relating to the civil war. Soon after making this engagement, I was approached by Messrs. Houghton, Mifflin & Co. with reference to undertaking the editorship of a continuation of Justin Winsor's *Narrative and critical history of America*. The work of Mr Winsor, interrupted by his death, stops about the middle of the nineteenth century; the publishers expressed their wish to continue it down to the present time. This interesting suggestion I was obliged to let pass, my contract with Professor Hart and Messrs. Harper Bros. putting it out of my power to undertake such a thing; nor, indeed, were Messrs. Houghton, Mifflin & Co. prepared to make any definite proposition, the amount of capital necessary to such a venture and the risks involved causing them to broach the topic with hesitation. Besides these more considerable labors, I have also sent articles to the *New York Nation*, to the *World today*, and to other periodicals, and have contributed a number of critical papers to the *Literature of American history*, a compilation of appraisals of books in that field issued by the American Library association. This list of undertakings may perhaps stand appropriately in your records.

The larger and more complete the collection the more necessary does it become that there should be some one in the library with a knowledge of the insides of the books as well as the titles; one not over-burdened with official duties and whose temper enables him to offer books gladly.

What Was Said and Meant

The reporter of the meeting of the Rhode Island library association was not accurate in giving the substance of Mrs Root's address, as is shown by the following letter,

Providence, R. I., Jan. 20, 1904.

Editor PUBLIC LIBRARIES:—Let me take this opportunity to acknowledge the courtesy of PUBLIC LIBRARIES in so liberally reporting the recent meeting of the Rhode Island library association at Pawtucket. The more than two pages in the January issue devoted to this meeting of one of the smallest associations would seem to be all that could possibly be needed for the adequate statement of the problems there discussed.

Still, it falls short of being adequate, in one particular, namely, in the report of Mrs Root's remark on children's reading, as follows, that she "thinks it does not matter what the children read so long as it is a live book." This is of course a somewhat astonishing statement for a children's librarian. What Mrs Root said, in this paragraph which has so suffered by condensation, was that from the child's point of view it does not matter whether the book read is fiction or non-fiction, "so long as it is a live book." In other words, she was not saying what she herself thinks, but what the attitude of the child is toward a book, quite independently of all questions of "library classification." The remark was made in connection with Mr Koopman's interesting inquiry in regard to the passage of the child to other lines of reading than stories. Yours very truly,

WILLIAM E. FOSTER.

Literature of Libraries: Seventeenth and Eighteenth Centuries

J. C. Dana and H. W. Kent have announced their intention to publish, during the present year, a series of six reprints or translations of "rare and out-of-print seventeenth and eighteenth century works on libraries and their management," each in an edition of 525 copies, at a price of \$10 for the entire series, payable as each work is issued. It is to be hoped that this undertaking will meet with encouragement, and not merely from the large libraries, but from the smaller ones as well, and from individual librarians, assistants, and students. For a library student just beginning his course there would be few investments more profitable than this set of books on old European libraries, which will introduce him at the beginning of his career to the study of the history of his chosen

profession. I mentioned the smaller libraries. It is more important that they should improve the opportunity offered and buy these books, than that these should be on the shelves of even the largest ones. The librarians of small libraries have more need of intellectual stimulation on professional lines than those who work in larger institutions. Librarianship is not all work with children, or book numbers, or full names. The literature of librarianship is not exhausted by the Library school rules, the Decimal classification and the Library Bureau catalog. Thanks are due to Messrs. Dana and Kent for their courage in making this experiment. May it have success and encourage them to continue the series.

Mr Dana has already edited an old treatise on librarianship, namely, a reprint of John Evelyn's translation of G. Naudé's *Advis pour dresser une bibliothèque*, first printed in London in 1661, under title *Instructions concerning the erecting of a library*. This important treatise is not of merely historical interest. It expresses some very fundamental principles of library administration. The book is especially recommended to careful study by the library school student, who by reading it will find that classification of books was not invented in 1873, and that the librarian of 300 years ago was just as anxious as the librarian of the twentieth century to have the treasures under his charge used by the public. The book should be in the private library of every library worker who cares for the scholarly side of his profession. With a price, however, of \$7.50 for a small volume of 192 pages, it is likely that the large libraries and the private collectors are the only ones who will buy it. A. G. S. J.

The professional faith and zeal as exhibited by the editors of the proposed publications are worthy of the hearty coöperation of the library craft. Those acquainted with the artistic taste and judgment of Mr Dana and Mr Kent will anticipate great satisfaction in the result of their work on these volumes. —[Editor of PUBLIC LIBRARIES.]

Library Notes

Melvil Dewey, director New York State
'library

020.7 Normal school instruction—A great need is a man or woman with a genius for this peculiar work who will be a traveling professor of librarianship for public school teachers and go from one normal school to another, spending from a week to a month in each. He would carry a considerable equipment of illustrative material and would try not to make librarians, but to teach normal students how to use the school library, how to collect and care for their own and how to serve efficiently as trustees or on committees for the local libraries in towns where they will go out to teach, and most important of all in their turn to train the children in their schools in the right use of books so that they shall come to the public libraries with a taste for reading and at least elementary skill in the use of library facilities. Some people would give as much help in a week as others would in 6 months. When we find that kind of a man or woman he should leave all else and follow this calling, and the normal schools can afford to pay a liberal price per week for such expert instruction.

020.7 Library institutes—We are sure to develop, with the rapidly growing public library system, normal instruction for short periods of probably a week similar to that given in public schools under the name 'teachers' institutes'. The name institute therefore should be reserved for this purpose. The Century dictionary says that a teachers' institute is an assembly of teachers convened by a county superintendent or other school authority to receive or give normal instruction. The work consists of a brief course of class exercises, lectures, and examinations. In some places meetings, conferences, and round tables have been carelessly called institutes simply because the idea happened to be taking. People felt that a library institute was a good thing and having no very clear ideas of what a real institute was or facilities for carrying one out, when they had a meeting of some club or as-

sociation, or a conference which is a calling together of people interested in a certain subject who are not organized into any body, or a round table which means a small company such as would naturally sit round a single table and discuss a topic with greater freedom than parliamentary law would allow in a more formal assembly, this gathering was called a library institute.

Properly a convocation implies a head with authority to convoke, e. g. a great city library might have a convocation of its 50 branches, each of which would be required to attend as an official duty. The meeting or assembly implies much greater freedom of attendants and suggests an audience few of whom take part in the proceedings. The convention carries a flavor of delegates who will have credentials of election or appointment. A conference implies a large round table where those interested and competent to discuss certain matters will voluntarily come together to exchange opinions. In the same way library institute would suggest to one who used words carefully something different from all these other meetings and following closely the lines of the Century definition, e. g. "an assembly of librarians and assistants convened by a library department, commissioner or inspector to receive or give normal instruction in librarianship for a brief course, usually of 1 week, of class exercises, lectures, round tables, seminars and perhaps examinations with suitable passcards or certificates for those meeting the standards established."

025. Binding 25cm books—The old rule to bind every book with the largest possible margin sounds plausible, but should be disregarded in cases (now exceedingly common) of serials trimmed to extreme octavo height (25cm) expressly to have the page as large as will go on regular shelves. This is the size of PUBLIC LIBRARIES, the *Library journal* and scores of prominent serials, and is becoming the maximum size limit of a constantly increasing number, as publishers come to understand how much

it counts against a book if it can not go on the regular standard shelves. More and more libraries are using the shelves only large enough to take 25cm books. Any book taller than this of necessary must be relegated to special shelves where it is out of its regular order and easily overlookt by those consulting the shelves without referring first to the catalog, and in any case is away from most of the other books on that subject. As binders ordinarily do not understand this point a frequent result of their practice of saving every bit of margin possible is that books specially designed to go on the regular shelves are just over size when bound, and the object of the publisher is defeated. In other cases the publisher wishes to be liberal and not scrimp his paper and so allows more than enough margin to bind up in the full hight, and the binder again defeats the intention of keeping on regular shelves by holding to the old rule of trimming no more than necessary. The bibliophile with a rare and costly volume of course goes into spasms if it is trimmed in the slightest degree; its value to him is measured not by its contents but by width of margin. But for practical librarians it is much better to trim off a little unnecessary margin rather than have a book thrown out of its true position. Of course this question only arises with books that are on the border line. No one is likely to be so intensely utilitarian as to suggest cutting down a larger book to 25cm in order to get it on the regular shelves, even if it could be done and leave a little margin, but some careful students of this question do not hesitate to trim down ordinary cheap books that are near the size so that they can go in the regular series and not have to be dummed or found by catalog on special shelves.

Buying-List of Recent Books

A list of recent books recommended for purchase by the library commission of several states has been compiled and issued by the Wisconsin free library commission. This is No 10 of the series

of lists and is for free distribution to the libraries of the various states whose commissions are interested, but sells for 10 cents to others. There is also given in this pamphlet a list of public documents for a small library contributed by the Nebraska library commission.

For Illinois

The Illinois library association has arranged with the Wisconsin library commission for a limited number of its Suggestive lists. These will be furnished to the libraries in Illinois upon the receipt of ten cents in stamps until the supply is exhausted. It is to be regretted that these lists cannot be distributed gratuitously by the association, but as our only source of income is the annual dues our power of usefulness is necessarily limited.

Applications for the lists should be addressed to Eleanor Roper, secretary of the Illinois library association, care of the John Crerar library, Chicago.

Some Needed Changes in Library Work

H. S. Thorne, Ft Hamilton, N. Y.

When a man of prominence in library work sounds the note of warning as he does in the following quotation it is time for lesser lights to give heed.

Strive for greater simplicity and economy. An invoice which calls for 14 carefully written items for every book entered; a booklist which, when duplicated for staff and readers, calls for 18 items for every book, these are too cumbersome and expensive. Labels, plates, pockets, marks and numbers on the books themselves—their name is legion, and many of them are needless. Even the labels can be omitted on most of the most-used books and on many of the others.

He should have said "all others."

A few years ago in the PUBLIC LIBRARIES I had the honor of calling attention to the growing complications of cataloging and predicted that if a halt was not called soon the whole system would fall by its cumbersome weight—like the Campanile at Venice. The

time is now at hand when this prediction will be fulfilled.

The other day a cataloger was heard to boast that she had used 30 cards in cataloging and shelf-listing one book. It is not necessary to condemn that boast or criticise it as absurd. The mere statement of the fact carries the condemnation with it.

The public doesn't want 30 cards or 18 cards or even 14 to read, and never does read them. They only cumber the catalog and make it generally unmanageable even to the librarians and much more so to the public. The more simple the catalog the more useful it is. The general public find it hard enough to use a catalog at all, however simple. When it is complicated it is absolutely useless. Now that the public frequent the book shelves—have access to them—and can see the books themselves there is still less need for a cumbersome catalog or for anything except the briefest possible notice of the book.

Many of the most prominent librarians of the country have admitted that half of the present system is rubbish. What is needed is a minimum not a maximum of work in carrying on a library. It is the maximum that is practiced now. New things are added every day and anybody who can discover some additional work to do, some new complication, is regarded as a Columbus discovering a new continent in the library world. And the public pays for it all. How long will it be willing to do so?

Books for the Machine Worker

Prepared by the Plainfield (N. J.) public library and posted in the local factories.

Below is a selection from the library's practical non-mathematical books for the machine worker. The library also receives the following technical periodicals, which, when bound, are made circulating books: *American engineer*, *American machinist*, *Cassier's magazine*, *Engineering*, *Engineering and mining journal*, *Engineering magazine*, *Engineering news*, *Electrician*, *Iron age*, *Stevens' institute indicator*.

Archbutt. Lubrication and lubricants. Illustrated.

Barber. Repair and maintenance of machinery. Illustrated.

Practical notes for machinery users.

Cooper. Use of belting.

Contents: Methods of transmission; varieties of belting; rope transmission; frictional gearing, etc.

Fischer. Werkzeugmaschinen.

One of the most complete works on machine tools. Though written in German, the abundance of careful drawings make it of great value to any machinist.

Grimshaw. Shop kinks. Illustrated.

Full of valuable and helpful suggestions regarding things that can be applied in shop practice.

Hiscox. Mechanical movements, powers, devices and appliances. 1649 illustrations.

Gives illustration of each mechanical device in general use, with short description.

Hutton. Mechanical engineering of power plants. Illustrated.

A compact view of power-house practice.

Richards. Woodworking machinery and the arrangement of factories. Illustrated.

Mainly based upon American practice.

Rose. Complete practical machinist. Illustrated. 15th edition revised.

Contents: Lathe and vise work, drills, taps and dies, hardening and tempering, making and use of tools, grinding, etc.

Rose. Patternmaker's assistant, lathe, branch, core and sweep work and practical gear construction. Illustrated. 18th edition.

Information is given from actual pattern-shop practice, and in the ordinary workshop parlance.

See. Extracts from Chordal's letters.

Shop letters written for shop men by a shop man.

Watson. Modern practice of American machinists and engineers. Illustrated.

Contents: Lathe work, tools and processes, steam and the steam engine, gears, belting, etc.

Watson. Small engines and boilers. Illustrated with working drawings.

Aims to give concise, specific directions for the construction of small steam engines and boilers of modern types.

Wilson. Modern printing machinery. Illustrated.

Illustrated descriptions given of modern printing machinery, with a short historical sketch.

Usher. Modern machinist. Illustrated. Edition 2.

Confined to the methods and appliances which are usually available or can be readily made in any ordinary machine shop.

Books of the Sea

List of 43 submitted by young readers of
St Nicholas

The February *St Nicholas* publishes what, all points considered, seemed the best of the lists of books about the ocean submitted by readers of its Books and reading department:

- Homer. *The Odyssey*.
Fénelon. *Adventures of Telemachus*.
Virgil. *The Æneid*.
Defoe, Daniel. *Robinson Crusoe*.
Wyss, Jean Rudolph. *Swiss Family Robinson*.
Cooper, J. Fennimore. *Sea tales: The pilot, Water witch, Red rover, Wing and wing, Two admirals*.
Kingsley, Charles. *Westward ho!*
Porter, Jane. *Sir Edward Seaward's narrative of his shipwreck*.
Marryat, Captain. *Mr. Midshipman Easy*.
Hugo, Victor. *Toilers of the sea*.
Verne, Jules. *Twenty thousand leagues under the sea*.
Dana, R. H. *Two years before the mast*.
Stevenson, R. L. *Treasure island*.
Kidnapped.
Kipling, Rudyard. *Captains courageous*.
Pyle, Howard, ed. *The buccaneers and marooners of America*.
Nansen, Fridjof. *Farthest north*.
Hayes, Isaac I. *Cast away in the cold*.
An arctic boat journey.
Evans, R. D. *Admiral. A sailor's log*.
Brooks, Elbridge S. *The story of the American sailor*.
Bullen, Frank T. *The cruise of the Cachalot. The log of a sea waif*.
Ballantyne, Robert Michael. *The coral island*.
Brady, Cyrus Townsend. *For the freedom of the sea*.
The grip of honor. (Story of Paul Jones and the American revolution).
Slocum, Captain Joshua. *Sailing alone around the world*.
Brassey, Mrs. *Around the world in the yacht Sunbeam*.
Stockton, Frank R. *The adventures of Captain Horn*.
Baker, Sir Samuel. *Cast up by the sea*.
Seeley, Charles Sumner. *The Spanish Galleon*.
Melville, Herman. *Typee and Omoo*.
Seawell, Molly Elliot. *Little Jarvis*.
Nash, Henry. *Bare rock; or, The island of pearls*.
Barnes, James. *Midshipman Farragut*.
Ingersoll, Ernest. *The book of the ocean*.
Irving, Washington. *Life and voyages of Columbus*.
United States—Report of the U. S. fish commissioner.
What Dr Darwin saw in a voyage around the world on the ship Beagle.

The Ideal of the Olden Time

The following, recently distributed from the Newark (N. J.) public library, shows an appreciation of the situation in the olden time, which we of a more modern day are sometimes apt to forget:

J. B. Cotton des Houssayes on the qualifications and duties of a librarian, 1780

The superintendent of a library, whatever be its character, should be no stranger to any department of learning: sacred and profane literature, the fine arts, the exact sciences, all should be familiar to him. A diligent and indefatigable student, ardently devoted to letters, his sole and abiding aim should be to make sure their advancement. Especially should the superintendent of a library receive all its visitors, whether scholars or the simply curious, with an assiduous attention so polite and kindly that his reception shall appear to each one the effect of a distinction purely personal. He will never seek to steal away from the notice of all into some solitary or unknown retreat. The librarian should especially guard himself against that unfortunate disposition which would render him, like the dragon in the fable, jealous of the treasures intrusted to his keeping, and lead him to conceal from the inspection of the public riches which had been brought together solely with the view of being placed at its disposition. What, moreover, would be the object of these precious collections, gathered at so great expense by fortune or by science, if they were not consecrated, according to the intention of their generous founders, to the advancement, the glory, and the perfection of science and literature?

The name of Wm. Stetson Merrill, of the Newberry library, Chicago, appears with that of Rev. T. E. Judge, as editor of the *Catholic review of reviews*, Chicago. This is a new publication to be devoted to "current literature and questions of the day, treated from the Catholic point of view" It replaces *Review of Catholic pedagogy*.

Full Names of Authors

(From the Library of congress, Catalog division)

Anonymous and pseudonyms

- Cook, Joel**, 1842—, is the author of *The Philadelphia national book*.
Miller, Wilhelm, is the editor of *How to make a flower garden*.
Dallas, Richard, is a pseudonym of Williams, Nathan Winslow, 1860—. A master hand.
Dee, Harry, is a pseudonym of Dankoler, Harry Edward, 1863—, James Griffin's adventures in South Africa.
Egan, M. B., is a pseudonym of Smith, Mary Pauline, 1833—. Guy's fortune.
Jackson, Stephen, is a pseudonym of Stevenson, John, 1853—, *The Magic mantle and other stories*.
Lessing, Bruno, is a pseudonym of Block, Rudolph Edgar, 1870—. *Children of men*.
Lewis, George, is a pseudonym of Compton, Margaret, 1852-1903—. *Civics*.
Van, Jennie E., is a pseudonym of Van Amringe, Mrs Jennie Elizabeth (Wilmuth) 1855—, *Wise old deacon*.

Full names of authors

- Alger, George William**, 1872—, and Slater, Samuel Scott, 1870—. A treatise on the New York employers' liability act.
Almirall, Nina Louise, 1877—. *The master feeling*.
Armstrong, Andrew Campbell, 1860—. *Transitional eras in thought*.
Ayer, Mary Farwell, 1878—. Boston common in colonial and provincial days.
Barry, William Francis, 1872—. *The hygiene of the schoolroom*.
Bayley, Frank Tappan, 1846—. *Little ten-minutes*.
Black, Israel Putnam, 1845-1903—. *Practical primary plans*.
Blaisdell, S. Lillian, 1869—. *Story friends*.
Broaker, Julia Frederika (Lüth) "*Mrs Frank Broaker*." The younger Mrs Courtney.
Brown, Eugene de Agüero, 1875—. *Thanksgiving and other rhymes*.
Buck, Jirah Dewey, 1838—. *Mystic masonry*.
Chapman, Thomas Jefferson, 1836—. *Old Pittsburgh days*.
Curry, Elvin James, 1878—. *The red blood of oddfellowship*.
Dean, Gilbert Smith, 1847—. *Hear the other side*.
Degen, George Casper, 1863—. *Proportionate giving versus haphazard giving*.
De Moss, James Andrew, 1859—. *A look through the lens of prophesy*.
Eggert, Charles Augustus, 1853—, ed. *Goethe's Das märchen*.
Ellwood, Charles Abram, 1873—. *Public relief and private charity in England*.
Everitt, James Andrew, 1857—. *The third power*.
Foster, Robert Frederick, 1853—. *Foster's Bridge tactics*.
Goodman, Frederick Simeon, 1858—. *Prayer: principles and examples*.

- Haley, Mary Alice**, 1843—. *Story of Somerville*.
Hanscom, Frank Edward, 1863—. *Bible readings, selected and arranged by F. E. Hanscom*.
Hartman, Levi Balmer, 1838—. *Carlo, the noble dog*.
Hawley, Thomas, 1866—. *American steam engines*.
Holcombe, Theodore Isaac, 1832—. *An apostle of the wilderness*.
Hooper, Emma Margaret, 1865—. *Home dress-making made easy*.
Ives, Franklin Titus, 1828—. *Yankee jumbles*.
Jarvis, Robert Edward Lee, 1870—. *The making of a Christian*.
Jury, John George, 1866—. *Omar and Fitzgerald and other poems*.
Law, Frederic Stanley, 1849—. *Operatic tales*.
Lindelof, Otto Julius Swenson, 1852—. *A trip to the north pole*.
McClure, Walter Tennant, 1856—. *A betrayed trust*.
Martineau, William Charles, 1872—. *A memento to the death of the holy father, Pope Leo XIII*.
Mayo, Nelson Slater, 1866—. *The care of animals*.
Miller, Conrad Jenness, 1842—. *Dogs of all nations in prose and rhyme*.
O'Shea, John Joseph, 1842—. *The two Kennicks*.
Piner, Howell Lake, 1858—. *Builders of the beautiful*.
Reed, Lyman Coleman, 1875—. *American meter practice*.
Reitzel, Charles Francis, 1869—. *Robert Woodknow's difficulties in finding a church home*.
Rhodes, Helen Kelsey. *The legend of the Holy Grail*.
Ronning, Nils Nilson, 1870—. *A summer in Telemarkin*.
Royer, Galen Brown, 1862—. *Ruth, the true-hearted*.
Russell, Arthur Joseph, 1861—. *Stoney Lonesome*.
Shaw, Charles Dannelly, 1834—. *Stories of the ancient Greeks*.
Shearer, William John, 1865—. *The grading of schools, morals and manners*.
Sibley, William Giddings, 1860—. *The story of freemasonry*.
Taylor, Arthur Nelson, 1867—. *The law in its relation to physicians*.
Thomas, Henry Walter, 1842—. *History of the Doles-Cook brigade*.
Tuttle, Alexander Harrison, 1844—. *The living word*.
Ullman, Joseph Frederick, 1857—. *What's the odds?*
Underhill, Charles Reginald, 1874—. *The electromagnet*.
Wade, Alexander Luark, 1832—. *How to make the honeymoon last through life*.
Waite, Harris Benjamin, 1858—. *A thousand and one musical facts*.
Worsham, William Johnson, 1840—. *The old nineteenth Tennessee, C. S. A.*

Library Meetings

Buffalo—The first meeting of the Library club of Buffalo for the year 1904 was held on the evening of January 28, at the Public library building in the room now devoted to school library work. The president, E. P. Van Duzee, of the Grosvenor library, opened the meeting by reading an interesting paper on the work of the organization. Frederick J. Shepard read a charming paper on the Celtic poets and their work. Mrs Elmandorf gave an interesting talk on the revision of the A. L. A. catalog, a work upon which she is at present engaged. The club then adjourned to enjoy the refreshments furnished by the kindness of Mr. Elmandorf.

KATHARINE L. CUTHBERT, Sec'y

California—The monthly meeting of the Library association of California was held in the children's room of the Oakland Carnegie library on Friday evening, Feb. 12, 1904. President Joy Lichtenstein presided.

Two papers were read, each followed by a general discussion. The first paper on a Comparison of some charging systems in general use, was by Miss Hyde, of the California academy of sciences. It consisted of a technical comparison and explanation of Columbia, Browne, and Newark charging systems, being the most widely known ones in use at the present day. The merits of each of the varied methods of giving out books and keeping track of them were dwelt upon. Suggestions were made for modifications of these systems to suit the special needs of individual libraries.

Mrs Alice G. Whitbeck, of the Mechanics' institute library, read the second paper. The subject was Bulletin work in libraries. She said in part: Bulletins in libraries are especially valuable in the children's department. The holiday season is an appropriate time for bulletins, and children enjoy such things as bright references to the festival periods. Picture bulletins, of course, are the most attractive, for interesting pictures attract attention. The bulletins may be made by painting card board,

accompanied by pictures cut from illustrated papers. The ladder system is a very good method. Graded lists of books are posted. A child begins at the bottom and reads the books through to the top. When he has read them all, his name is placed on the honor roll. Attractive picture bulletins, too, often succeed in having the adult aimless fiction reader take up a line of more educating literature.

Birthdays of great men, statesmen, authors, etc., serve as occasions for bulletins. Lists of books on the men in question often succeed in getting the children to read volumes they would otherwise neglect.

Librarian J. C. Rowell, of the State university, gave a talk on Mutual helpfulness. In our profession, said Mr Rowell, we must be helpful, else we have no business to be behind a delivery desk. The librarian is supposed to know everything, or at least be able to point out the source of information desired. He should be well acquainted with printing, bibliography, and also have executive ability. He should have a knowledge of pyrography and engraving, to be able to distinguish the different styles. A librarian ought to be a lover of books—to feel that they have a soul and then impart this feeling to others. In a large library each of the attendants should specialize along one line, and then help one another with the knowledge acquired. We should keep up the study, or else we will grow rusty along our special line.

President Lichtenstein told of the proposal the executive committee had made to induce the smaller libraries to join the state association. It proposed to issue a printed bulletin at stated intervals, containing papers read at the monthly meetings, guides to libraries, lists of books, fundamentals of library buildings and lists of best books concerning California. An annual conference of three days was suggested to be held in connection with the state teachers' meetings. Then it would be worth while for the librarians of the smaller scattered libraries to attend the gatherings.

The March meeting will be held in San Francisco, when the general subject of Book buying will be discussed.

M. A. SCHMIDT, Sec'y.

Connecticut—The thirteenth annual meeting of the Connecticut library association met at Derby, Friday, February 5. After the routine business W. K. Stetson read the report of the committee on Connecticut bibliography. The report was accepted and it was voted to appoint a committee to make a systematic collection of data on printed books in any way related to Connecticut before 1800.

A full discussion of open shelves was given. Dortha Stone Pinneo of Norwalk said that in six years' work with 7000v., only 14 books had been lost, and that access to the shelves had greatly helped the readers.

Josephine S. Heydrick, of the Pequot library, Southport, defined the three degrees of intimacy between the public and books as first, where no books are on open shelves; second, where certain classes may be handled; and third, where all are for free use. In her own library, 10 years ago, only reference books were allowed to be used by the public; then revolving cases were filled with children's books, of which only one has been lost in nine years. Another case was given up to new non-fiction and books upon current topics, and on the opening of the new stackroom, 1300v. of novels were placed on open shelves. Only two of these have been lost.

Mr Stetson reported the open-shelf system in use at the New Haven public library since June, 1895, and that 90 per cent of readers get their own books, the other 10 per cent preferring to have them selected by the assistants at the loan counter. There is no time or money saved, the books needing much rearrangement. Some books are stolen, but the loss does not amount to 2 per cent, and many of the missing volumes are text books and trade manuals. As much supervision as possible is given to books of these classes.

Of 29 heads of libraries present, 17

have open shelves, 9 permit readers to go to a part of the books, and 3 allow no access to them.

Mr Parker, of the Library Bureau, spoke of the recent change in favor of open shelves at Pratt institute, Brooklyn, and Rev. Edward C. Fellowes of Derby made a plea based on his remembrance of old library conditions in Hartford for the freedom of the shelves.

Henry M. Whitney of Branford gave an amusing talk on some recent criticisms on public libraries, referring to Brooks Adams, who in his *New empire* thinks that libraries are in a bad way because they do not differ as much as they should, and that every library should have a specialty different from every other. A recent writer in the *Lamp*, who thinks that libraries are ruining literature and that 99 per cent of what children read is fiction, knows nothing about his subject, and another writer in the *Outlook* who poses as the uncle of one Dolly, a girl who reads poor novels, shows that Dolly was not started in the right way when she began to read. The librarian should make a stand for the purchase of as high grade novels as possible, and will make as many concessions as he thinks wise and necessary. The critics like Mr Adams and the others, including Gerald Stanley Lee, never offer suggestions as to what a library should do, but wish it to be a quiet spot for their own use alone. Librarians will bear comparison with members of all other professions, including lawyers, physicians, and statesmen.

The afternoon session was opened by the announcement of the names of the standing committee on Connecticut bibliography: F. B. Dexter, of Yale university, Rev. W. H. Holman of Southport, James Terry, of New Haven, Prof. W. J. James, of Wesleyan university, A. C. Bates, of the Connecticut Historical society, F. B. Gay, of the Watkinson library, George S. Goddard, of the State library, H. M. Whitney, of the Blackstone Memorial library, Branford.

This committee was authorized to draw on the treasurer for an amount not exceeding \$50.

Miss Sperry, of the Silas Bronson library, Waterbury, opened a discussion on libraries and schools, emphasizing the doubtful effect of over-reading and the pleasure to be derived from a taste for literature as literature, which taste must be formed in childhood, mainly through the schools. She thought that in the modern library there is a danger of adults being forgotten if we are to meet the ideals laid down for school work, including a perfect children's room with story-hour, special librarian, aids to teachers, encouragement of debating clubs for children, and a system of deposit-libraries for class-rooms. Miss Sperry mentioned the enormous amount of school work done in the Buffalo library, and advocated school branches where teachers can regulate circulation. She would have a teachers' reference-room rather than a children's circulating department, and let teachers take care of the story-hour and assume the direction of children's reading as their share of the work.

Anna Hadley, of the Ansonia library, gave a description of the Neighborhood literary club, whose members are the five librarians of Ansonia, Derby, Derby Neck, Shelton, and Seymour. The club has no by-laws, no programs, and no papers, but meets once a month to talk over library needs and aims, exchange duplicates, etc., and aims to consecrate the forces of all the local libraries by means of inter-library loans.

Wilbur F. Gordy, of the Second north school, Hartford, gave the closing paper of the session, on the Relation of schools to libraries. At the request of Miss Child, the librarian of the Derby public library, most of the schools in the city had been closed, and many of the teachers were present. Mr Gordy considers all librarians just as much teachers as those enrolled in the schools. He spoke of the unfavorable conditions for forming a taste for literature in many of our common schools on account of the large number of foreign-born children who enter them at twelve to leave at fourteen, and stated that Hartford's central district is practically a foreign city,

where out of 1,300 children less than 250 are of American parentage on both sides. He said that the great need of the schools was money to spend, and that the time would come when there would be more, and the very best men and women would be given to the school work. He would have librarians go into the school rooms to help and suggest as often as convenient. Reading-lists should be shorter and contain more annotations. The public does not understand the need of help to the library. Mr Gordy read the list of the school duplicates furnished in sets of 50 by the Hartford public library to the public schools.

The officers reelected for the next year are: President, Jonathan Trumbull, Norwich; vice-presidents, Elizabeth Griswold, Old Lyme; William N. C. Carlton, Hartford; Elizabeth Van Hoevenberg, Stamford; Alfred E. Hammer, Branford; Hellen Sperry, Waterbury; William Maxwell, Rockville; secretary, Laura F. Philbrook, Middletown; treasurer, C. Belle Maltbie, Falls Village.

Massachusetts—February 11. The winter meeting of the Western Massachusetts library club was largely attended. In the absence of the president, H. C. Wellman, of the Springfield library, presided.

After transacting matters of business the club proceeded to a discussion of Reference work. Miss Medlicott, of the Springfield city library, opened the discussion. She said in part: Reference work includes a little of everything. The best training for it comes through practical experience and the power to put yourself in another's place. Two qualities needed by the reference librarian are patience and tact. Some practical problems we have had to meet in Springfield will be found in the following questions: Where can I find material for a debate on the United States armory? Where can I find the principal railways and waterways of South America? How do the laws of Moses influence the laws of to-day? How tall was George Washington? etc.

Miss Blakely, of Mt Holyoke college library, spoke especially of reference work in a college library. She said: In a college the instructors do the lion's share of the reference work, for they refer the student to certain books and prepare lists on special subjects. The librarian works with the instructors, and endeavors to keep in touch with the various courses. The library is a laboratory for all students, but many have no idea of how to use it. The librarian strives to teach them self-reliance, so that they may learn to look up special subjects themselves rather than be wholly dependent on her. The college librarian should be interested in people, responsive to their needs, scholarly in her taste and an archeologist among books.

Miss Beers, of Forbes library at Northampton, gave a paper on Reference work in Forbes library.

Prof. James Walter Crook, of Amherst college, gave the first address of the afternoon session, on Some problems in sociology as treated in modern writers.

Miss Hubbard, instructor in English literature at Smith college, gave the closing address of the afternoon on Best authorities in English and American literature. She spoke of the books of English literature of special value for the small library. For biographical material on an author she mentioned Encyclopedia Britannica, Dictionary of national biography, and Ryland's Chronological outlines of English literature. A small library should endeavor to get letters, diaries, and autobiographies of the leading authors. Among series, the best are English men of letters series, American men of letters series. Two text-books valuable in the study of English literature are Stopford Brook's Primer of English literature, and Moody & Lovitt's English literature. An adequate treatment of the drama may be found in Freytag's Technique of the drama, and Woodbridge's The drama: its law and technique. The authoritative works in the study of fiction are Development of the novel, by Cross, The English novel, by Raleigh, and

The study of prose fiction, by Bliss Perry. Among critical essays, the best are Lowell's Essays, Birrell's, Gosse's Critical Kitkats, and Leslie Stephen's Essays.

After a vote of thanks to the speakers and to all who so kindly entertained the club, the meeting adjourned.

The meeting at Atlantic City, N. J., March 18-19, 1904

The annual joint meeting of the New Jersey library association and the Pennsylvania library club is to take place on March 18-19, at Atlantic City, N. J. Headquarters are to be the hotel Rudolf, and all librarians and friends of the library cause are cordially invited to attend. The main topic of the discussion will be Special collections; but it is expected that other matters of importance will be taken up and several other subjects be touched on in passing. Among these will be the Tabard inn proposition to libraries. Among the speakers will be William Nelson, of the New Jersey historical society, Dr Enno Littmann of Princeton, Alfred M. Heston of Atlantic City, Geo. F. Bowerman of Wilmington, Mr Thomson of Philadelphia free library, besides the regular standbys who are always present and ready to help make an interesting meeting. This is one of the meetings where one rests as well as works, and it is worth attending by all who can take the time to do it.

Library Schools

Drexel institute

Mr Emerson, binder for the Philadelphia free library, spoke to the library class two weeks ago on mending books. The talk was informal, but of great use to the students because of the practical work shown. Mr Emerson illustrated various ways of putting a book back into a case binding when, as often happens, it has been torn out. He also showed the students how to put in plates on hinges and how to insert a signature at the end of a book.

On February 8, the students visited the establishment of J. B. Lippincott & Company. They saw the various proc-

esses of bookmaking, from the printing through the binding. In this way many points which had been discussed in the course on book-binding were illustrated and made clear.

In the Selection of books course, the students are at present compiling a list of one hundred works of the best fiction in the library of Drexel institute. The list is to include foreign books as well as the best known masterpieces of English and American fiction. The more recent novels which are so universally read are being rejected, as far as that is feasible, and attention is being called to some of the older and less-known works.

Miss Sharp, director of Illinois State library school, visited the Library school on February 1.

Edith Pancoast, class of '01, has been engaged to do some cataloging work at the State library, Harrisburg.

ALICE B. KROEGER, director.

Indiana library commission

The Public library commission of Indiana announce that a six-weeks course for the training of librarians will be given again this year at the Winona assembly summer school, Winona Lake, from July 4 to August 13.

A very brief course (two weeks) was given recently at the state house. Fourteen students were enrolled in it. The subjects selected for the course and the practice given in the elementary steps required in the ordering, accessioning and classifying of books and the inaugurating of a charging system, were such as would enable an intelligent student to begin to render valuable service in the library position she was filling.

The opportunity is given the members of the January class to enter the school at Winona for the last four weeks, taking up cataloging, reference work with children, and other special topics which will be treated by an increased force of instructors and lecturers.

There are indications that there is a demand from last year's students for an advance course in cataloging, reference and bibliography. The program will be arranged to meet this demand, probably

during the last two weeks of the Assembly summer school.

Wisconsin summer school

Statistics of the Wisconsin summer school from its beginning as here given, furnish a valuable basis for calculating library conditions in that state. They can not but warrant a favorable opinion of the good effects of the work:

Term	Year	No.	Wis.	Time
1st	1895	5	1	4 weeks
2nd	1896	25	2	6 "
3rd	1897	16	4	6 "
4th	1898	24	6	8 "
5th	1899	36	12	8 "
6th	1900	40	23	8 "
7th	1901	37	24	8 "
8th	1902	26	21	8 "
9th	1903	30	14	8 "
		239	107	
Supplementary	1902	18	13	4 "
Document	1902	47	19	3 "
		304	139	

Number at head of Wisconsin public libraries, January, 1904, 34.

Number at head of Wisconsin Normal public libraries, January, 1904, 2.

Number at head of Wisconsin college public libraries, January, 1904, 2.

Total number employed in Wisconsin libraries (exclusive of document course students), 78.

Trained librarians in Wisconsin (one year or more), in charge of public libraries: Albany, 3; Illinois, 6; Pratt, 1; Scoville, 2.

In normal schools: Pratt, 2; Illinois, 1; Albany, 1.

United States Department of Agriculture

Errata

Attention is called to the mistakes in the serial numbers in Library bulletin no. 47, April-June, 1903. A sheet giving corrected numbers will be sent on application to the department.

Those wishing to order catalog cards from Library of congress must send the corrected numbers to insure the receipt of the card desired.

Many bulletins of the Department of agriculture are sent free on application of responsible persons.

News from the Field

East

The report of Librarian James, of the Wesleyan university library, gives the additions for the past year as 1549v. The total number of volumes in the library is 6400v. The reclassification work of last summer covered 3000v. The total number of volumes classified is 4200v.

In the Boston public library the Daughters of the American revolution will soon erect a tablet in honor of patriotic song writers. The list contains these names: William Billings, Olive Holden, John Howard Payne, Samuel Francis Smith, Francis Scott Key, George Frederick Root, and Julia Ward Howe. The work of Payne, Key, and Mrs Howe is well known. Billings wrote Independence and Columbia. Olive Holden wrote the Coronation hymn. Smith is the author of My country, 'tis of thee, and Root was the leading song writer in the war for the union.

Central Atlantic

Andrew Carnegie has given Lebanon Valley college at Annville, Pa., \$20,000 for a library building, without conditions.

Mary L. Davis, for several years head of the catalog department of Pratt institute free library, Brooklyn, has sent in her resignation, to take effect next June.

Ruth Yeomans, who has been assistant librarian in Public library of Danville, Ill., for several years, has been elected librarian of Public library at Asbury Park, N. J.

The Astor library, New York city, has been celebrating its fiftieth anniversary. It was founded in 1854 by John Jacob Astor, who gave \$400,000 to that end. Later his son, W. B. Astor, gave the library an endowment of \$550,000.

At the close of the recent exhibition of fine book bindings and rare works on the subject of the bookbinders' art, in the library of Columbia university, Samuel P. Avery, the owner of the exhibits, presented to the library of the university all the books descriptive of bookbinding, numbering 120v. The other 123v. in the

exhibition formed together a comprehensive object lesson in bookbinding from the sixteenth to the nineteenth century. While it was open the display of books was examined by more than 2000 visitors, including a large number of owners of and employes in bookbinderies.

The Moore memorial library of Greene, N. Y., was opened to the public January 28. A general reception was given by the trustees in the afternoon and the library thrown open for inspection. The formal exercises were held in the evening in the assembly hall of the building. The library is the gift of Judge William H. Moore and James Hobart Moore to the citizens of Greene as a memorial to their parents, the late Nathaniel F. Moore and Rachel A. Moore. Mrs Moore is a resident of the town and donated the lot on which the library stands. The building is of Indiana limestone and is a fine specimen of the classic style of architecture. The second floor consists of an assembly hall seating 300 people and is separated from the main library rooms beneath by sound-proof flooring. The library floor contains a large reading room separated into two portions by pillars, librarian's room, stacks for 10,000v., and lavatories. One corner of the reading room is converted into a children's corner and contains the children's books on low shelves. The library opens with a collection of about 5000 new books.

The cost of the building and lot approximates \$70,000. With the library building the donors have given an endowment fund of \$50,000 in four per cent bonds, for its maintenance. They also sent, upon receipt of the trustees' estimate of \$7000 as necessary for the expenses of furnishing and organizing the library, a check for \$9000 for that purpose.

Central

Andrew Carnegie has given Wilberforce (Ohio) university \$15,000 for a library building.

Belle Sweet, who will graduate in June from Illinois State library school, has

been appointed librarian of the new library at Clinton, Iowa.

W. B. McKinley of Champaign, Ill., has given \$10,000 to the Burnham library of that place.

Ft Wayne public library has received an additional gift of \$15,000 from Mr Carnegie. This makes the total sum received from him \$90,000.

The Library commission of Iowa has prepared a check list of the publications of the state of Iowa. The compilation was made by Lavinia Steele.

William J. Bryan will build and furnish a library building to cost \$25,000 as a memorial to his father and mother, at his former home at Salem, Ill.

The term of office for the State librarian of Kentucky has been increased from two to four years, and the salary has been made \$1200 a year. Pauline Hardin has been reelected State librarian.

Katherine Ensign, who has had charge of the Juvenile department, Duluth public library, has sent in her resignation, in order to take the position of librarian of the State Normal school at Duluth, Minn.

William E. Jenkins has been elected librarian of the State university of Indiana, from which institution he was graduated in 1891. He took an A. M. from Stanford university in 1894, and is spending this year in the State library school at Albany, N. Y.

After a dispute for two years about the location of the library building, to be a gift from Mr Carnegie to Waterloo, Iowa, the matter has been settled by Mr Carnegie doubling his gift of \$20,000 which will provide two library buildings for the two sides of the town.

The report of Martin Hensel, librarian of the Columbus (Ohio) public school library, for the past year, shows a total circulation for 216,680v. with 57,057v. on the shelves; 304,616v. were consulted at the library and its 26 sub-branches. The additions to the library numbered, last year, 4916v.

The annual report of the Duluth (Minn.) public library gives the following number of volumes in library, 37,989; number added during year, 3028; circulation during year, 117,630; average daily circulation, 385; number of borrowers' cards issued, 1945; number of cards in force, 12,567.

The Indianapolis public library has issued a list of books and magazine articles on international extradition, examined and referred to in the proceedings to extradite James Lynchehaun. As he was on trial to determine whether he was guilty of political offenses or not the trial took a wide range in international law, supported by legal authorities of high order.

On February 5, a library club was organized, composed of members of the Duluth and Superior public libraries staffs, and librarians of the normal schools of both places. Miss Poirier, of the Duluth public library, was made president, and Miss Eaton, of the Superior normal school library, secretary. The next meeting will be on call of the secretary.

The annual report of State librarian Galbreath, on Traveling libraries in Ohio, for 1903, made the following points:

The feature of the year's work is the very marked increase of the circulation of books through the Traveling library department. No stronger testimonial to the popularity of the system can be given than the following: There were circulated from Nov. 15, 1902, to Nov. 15, 1903, 923 libraries and 27,078v.

The libraries issued within the past year were distributed as follows: To women's clubs, 140; to independent study clubs, 181; to men's clubs, 21; schools, 409; to granges, 71; to religious organizations, 85; to libraries, 16; total, 923. These libraries were sent to 553 different communities of the state.

The foregoing statistics show an increase over last year of 120 libraries, aggregating 5047v.

West

The beautiful new library building of Beatrice, Neb., a gift from Andrew Car-

negie, was opened to the public January 29. This is a strictly up-to-date library, and in its new building with the best of modern appliances and fittings it has a bright future before it. Miss Hagey, a graduate of Illinois library school, is in charge.

South

The Carnegie library of Cordele, Ga., is about completed, and Marie Montfort has been elected librarian.

Pacific coast

The late C. E. Doe of San Francisco has left to the University of California a legacy of \$600,000 to be used for the library of the institution.

The State library of California will make a considerable exhibit at the World's fair at St Louis. In connection with photographs of the departments of the library, a description of each will be given. Other features of the exhibit will be samples of catalogs, and samples of newspaper index. A photograph of the first newspaper ever published in California will go to St Louis, together with other interesting features in this line.

Samples of the traveling libraries will be exhibited. A description of all the libraries in California, with views, and where they can be obtained, will be shown, together with maps of the state. These maps will mark the cities that have libraries, also the places where traveling libraries have been installed, up to the time the exhibit is made.

All of the descriptions and the literature on the work that is being done on the traveling libraries will be compiled into one book, which will be for distribution.

Foreign

There are at Chatsworth two libraries, says the London *Chronicle*, the Great library and the West library. The doors are decorated with imitation book backs. These are furnished with imaginary titles reminiscent of the bygone love of punning. Here are some of the titles Tom Hood invented for the sham bookcase: Wren's Voyage to the Canaries; Egg, by

Shelley; Horn Took on catching cows; Esterhazy on spring fogs; Macadam's Rhodes; Inigo Jones on secret entrances; Minto's Coins; Beveridge on the beer act. Those who know the treasures contained in the Chatsworth libraries, even while they smile at such fooling, can not but marvel at the incongruity of it.

Five halls of the University of Turin library were destroyed by fire January 26. It is roughly estimated that over 100,000v. were burned, as well as many rare manuscripts. The library was considered the most famous in Italy, more notable even than the Vatican library.

The University library numbered over 250,000 printed volumes and over 4000 manuscripts. It contained the former library and manuscripts of the house of Savoy, a large number of very rare Greek and Latin codices, two Irish manuscripts of the seventh century, Egyptian and Assyrian papyrus maps, valuable illuminated works and precious globes of steel outlined in gold from 1500.

The fire is supposed to have been caused by the fusing of electric wires, and the loss will amount to several million lire.

One of the good books recently issued is the *Heart of Japan*, C. L. Brownell, by McClure, Phillips & Co. In view of the present relation between Japan and Russia this book will be found timely and its description of the country and the manners, customs, and ideals of the Japanese is most interesting.

Professor George Edward Woodberry, who is to be editor of McClure-Phillips' great undertaking, "McClure's Universal Library," is in Europe and will spend the summer there. In answer to numerous inquiries McClure-Phillips wish to state that no further announcements of their plans for the library will be made for some time.

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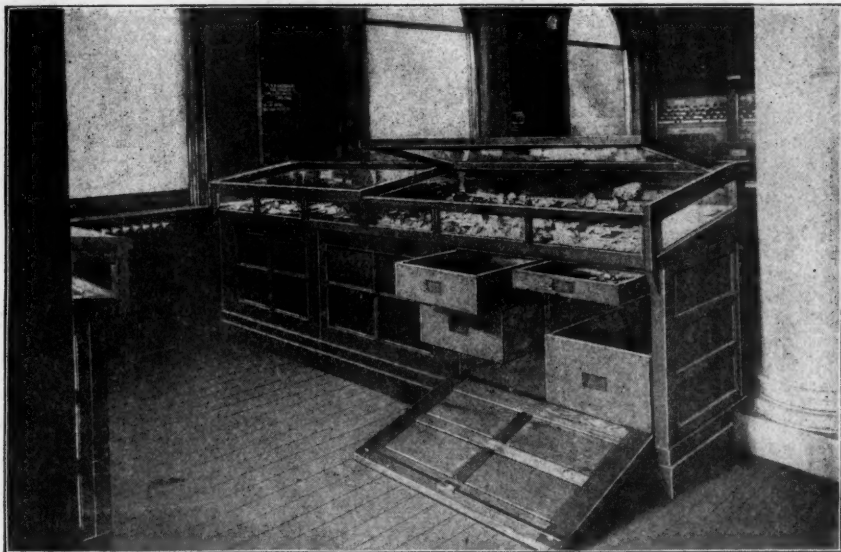
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